

**2011**  
**PAEMST**  
**RESOURCE GUIDE**  
**AND**  
**OPERATIONAL HANDBOOK**  
**FOR**  
**STATE-LEVEL**  
**SCIENCE AND MATHEMATICS**  
**COORDINATORS**

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**PAEMST**  
**OVERVIEW**

<b>PAEMST Program Fact Sheet</b>
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### **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 4 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 grades K – 6 and teachers of grades 7 – 12. Teachers of grades 7 – 12 are eligible to apply from November 2010 to May 2011. Teachers of grades K – 6 will be eligible to apply from November 2011 to May 2012.

### **How Are PAEMST Awardees Recognized?**

Recipients receive:

- 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

Recipients of the award also become members of a growing network of award-winning teachers across the nation who serve as a vital resource for improving science, technology, engineering, and mathematics education and keep America globally competitive.

### **Who Is Eligible To Be a PAEMST Awardee?**

To be eligible in 2011, PAEMST applicants must:

- Teach mathematics or science in grades 7 – 12 in a public or private school
- Hold at least a bachelor's degree from an accredited institution
- Be a full-time employee of the school or school district as determined by State and district policies, and teach K – 12 students at least 50 percent of the time
- Have at least 5 years of full-time, K – 12 mathematics or science teaching experience prior to 2010 – 2011 academic school year
- Teach in one of the 50 States or the 4 U.S. jurisdictions. The jurisdictions are Washington, DC; Puerto Rico; Department of Defense Schools; and the U.S. territories (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands)

- Be a U.S. Citizen or Permanent Resident
- 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>. Teachers may also apply directly without being nominated.

### **How Are Awardees Selected?**

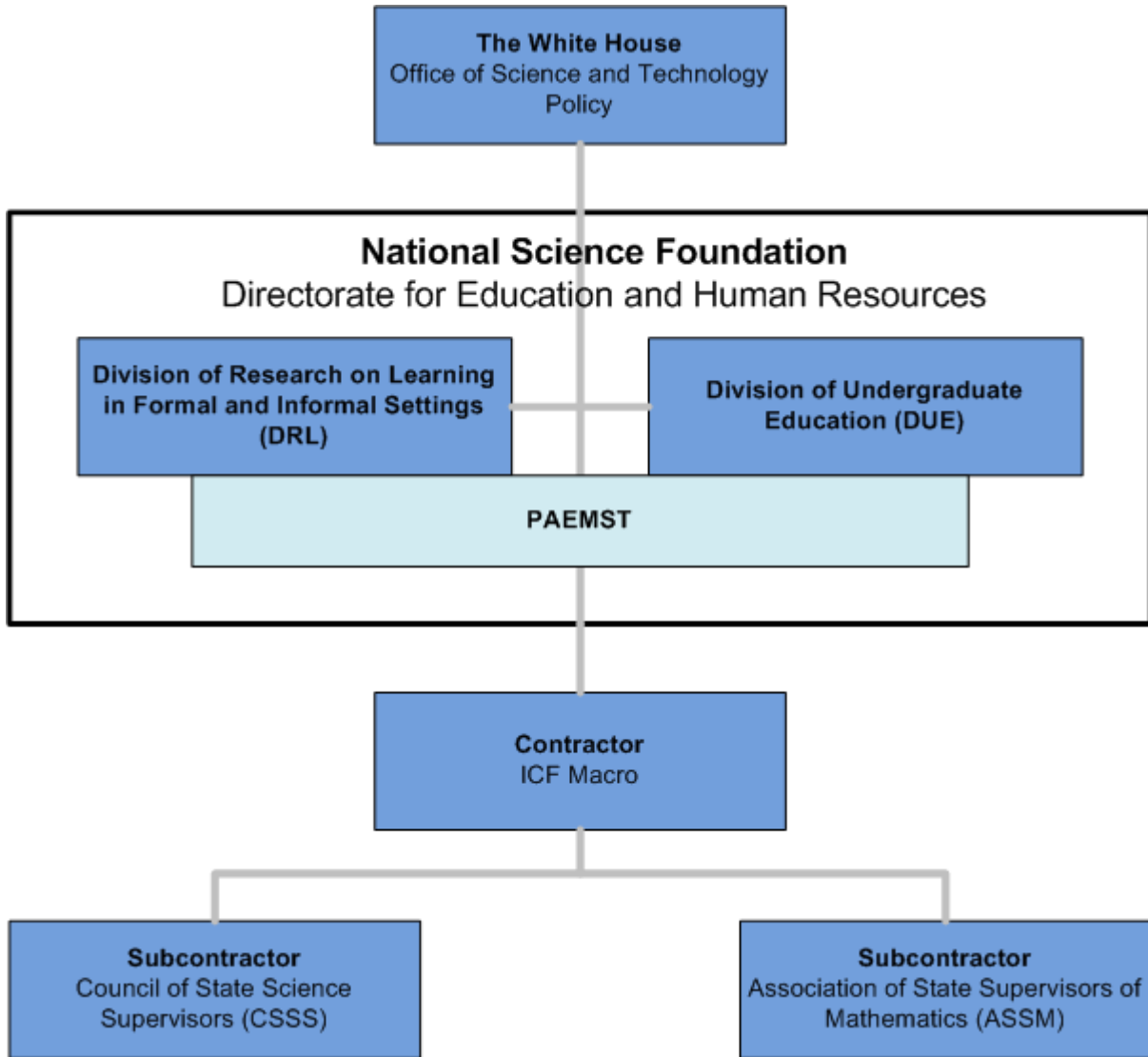
Each application will be evaluated using the following five Dimensions of Outstanding Teaching:

- 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. 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 Director of The White House Office of Science and Technology Policy (OSTP). All finalists will be subjected to a Federal Bureau of Investigation (FBI) background check.

**PAEMST Program Organization Chart**



<b>2011 PAEMST Timeline</b>
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September 1, 2010:	Begin 2011 PAEMST funding cycle for State Coordinators
October 2010:	2011 nomination form available (grades 7 – 12)
October 18 – 19, 2010:	Annual State Coordinators Meeting in Arlington, VA
November 2010:	2011 online application available (grades 7 – 12)
Fall 2010/Winter 2011:	Recognition Event in Washington, DC, for 2009 PAEMST awardees (grades 7 – 12)
Fall 2010/Winter 2011:	Recruitment of applicants in the States; mentoring of applicants. 2010 State Finalists certificates distributed
Spring 2011:	The White House announces the 2010 PAEMST awardees (grades K – 6)
Spring 2011:	Recognition Event in Washington, DC, for the 2010 PAEMST awardees (grades K – 6)
May 2, 2011:	2011 online application (grades 7 – 12) closes (the online application normally closes on May 1, but in 2011, this day falls on the weekend.)
May/June 2011:	State selection committees select up to three finalists in science and three finalists in mathematics.
June 15, 2011:	Names may be sent to ICF Macro before June 15 by e-mail. All names and videos <b>must be received</b> by ICF Macro by the June 15 deadline.
After June 15, 2011:	Shortly after all State Finalists submissions have been received, ICF Macro will notify State Coordinators that they may notify their State's finalists of their selection and may hold State award ceremonies. Those not selected as State Finalists may also be notified.
Summer/Fall 2011:	State Coordinators may distribute certificates for 2011 State Finalists.
July 15, 2011:	State Coordinator online annual report is due.
July/August 2011:	National Selection Committee reviews the applications of State Finalists and makes recommendations to NSF.

- August 15, 2011: Submit final reimbursements to the Council of State Science Supervisors (CSSS) or Association of State Supervisors of Mathematics (ASSM) PAEMST Coordinator on or before this date.
- August 31, 2011: Funding cycle for the 2011 PAEMST program ends.
- Fall 2011: State Finalists are recognized in the States and jurisdictions.
- Spring 2012: The White House announces the 2011 PAEMST awardees.
- Spring 2012: Recognition Event in Washington, DC, for the 2011 PAEMST awardees

<b>State Coordinator Frequently Asked Questions</b>
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**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 CSSS or ASSM?**

The PAEMST program is administrated by NSF on behalf of The White House. CSSS and ASSM, as subcontractors, administer the PAEMST program with the science and 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 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 PAEMST 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 respective PAEMST Coordinator for each year that he or she runs the program.

**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 CSSS can issue a Form 1099-MISC to the Internal Revenue Service (IRS). **State Coordinators do not receive a stipend for running the program.**

**STATE  
COORDINATOR  
RESPONSIBILITIES**

## 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 – 2011 Application Packet (current nomination forms and application guidelines can be accessed at <http://www.paemst.org>).
- 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 to the application guidelines 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, double check 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, while others complete the entire process by video conferencing. The State Coordinator must ensure that the selection committee is broadly representative and includes prominent mathematicians, scientists, mathematics/science educators, and past awardees. The selection committee should be large enough to ensure that each submission is evaluated by at least three to five evaluators and that each committee member is responsible for reading no more than 8 – 10 applications.
- 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, often from the superintendent of schools.
- You may wish to invite the president of your State's science 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.
- 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.
- Provide each evaluator with 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.
- Arrange to reimburse committee members for expenses such as travel, accommodations, and meals 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. An FBI background 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.

<b>2011 PAEMST Application Screening Form</b>
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**Grades 7 – 12**

**Name of Applicant:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Please check the application submission for each of the following:**

**Applicant Eligibility**

Application provides evidence that the teacher:

- Teaches science in grades 7 – 12
- Holds at least a Bachelor’s degree from an accredited institution
- Is a full-time employee of the school or school district as determined by State and district policies, and teaches K – 12 students at least 50 percent of the time
- Has at least 5 years of full-time, K – 12 mathematics or science teaching experience prior to the 2010 – 2011 academic school year
- Teaches in one of the 50 States or the 4 U.S. jurisdictions. The jurisdictions are Washington, DC; Puerto Rico; Department of Defense Schools; and the U.S. territories (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands)
- Is a U.S. Citizen or Permanent Resident
- Has not received the PAEMST award at the national level for his or her State or jurisdiction in any prior competition or category

Please note: ICF Macro will check to ensure that State Finalists have not received the award at the national level in any other State.

**Administrative Component:**

Includes:

- Teacher Information Form
- Employment Verification Form **signed and dated** by the principal or a school district official
- Three **signed and dated** letters of recommendation, which 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 résumé (maximum of two pages) outlining the applicant’s education, employment history, and participation in professional development activities.

**Please check the application submission for each of the following:**

**Narrative Component**

Ensure that:

- Applicant addresses each of the five Dimensions of Outstanding Teaching and does not exceed 15 pages of narrative.
- Supplemental materials such as student work, assessment items, or publications do not exceed 10 pages.
- 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 use 8.5 x 11-inch page dimensions, 12-point font, are 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 – 2011 Application Packet.

**Video Component:**

Ensure that:

- Two DVD copies of the recording (in DVD-VIDEO format) of a classroom period are submitted.
- The video does not exceed 45 minutes or one class period, whichever is shorter.
- The video footage is 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.

<b>Applicant Frequently Asked Questions</b>
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**Eligibility**

1. I taught for 2 years in a private school and 3 in a public school. Am I eligible?  
**A:** Yes, if you have 5 five years of full time K – 12 teaching experience prior to this academic year, you are eligible.
2. I taught at the university for 3 years and 2 years in a public school. Am I eligible?  
**A:** No, you must have completed 5 years of full time K – 12 teaching experience to be eligible to apply.
3. If I spend part of the day teaching grade 7 and part of the day teaching grade 6, should I compete at the elementary or secondary level?  
**A:** You may choose the level at which to apply.
4. I coach other teachers for part of the day and teach students for part of the day; am I eligible to apply?  
**A:** You must teach K – 12 students for at least 50 percent of the academic day in order to be eligible.
5. Does student teaching count toward the 5-year teaching requirement?  
**A:** No, student teaching does not count toward the teaching requirement.
6. I teach my class in Spanish, can I submit my video and application in Spanish?  
**A:** Yes, you may submit your video and your application in Spanish.
7. I am an engineering or technology teacher; may I apply for the PAEMST award?  
**A:** If you meet all of the other teaching criteria, and you are teaching a lesson that can be classified as a science or mathematics lesson, you may apply in that category.

**Administrative**

1. Do the letters of recommendation need to be signed and dated?  
**A:** Yes, the letters of recommendation must be signed and dated. Typed signatures are not accepted. If you are unable to scan the letters or upload them to your online

application, you can fax them to (800) 427-0139 or e-mail them to [application@paemst.org](mailto:application@paemst.org). We will upload them to your online application and send you an e-mail confirmation once they have been uploaded.

2. Do the letters of recommendation have a page limit?

**A:** There is no page limit for letters of recommendation. A letter with multiple pages must be uploaded as one file. If you are unable to combine multiple pages into one file, you can either fax the pages to us at (800) 427-0139 or e-mail them to [application@paemst.org](mailto:application@paemst.org). We will combine the pages into one file, upload it to your online application, and send you an e-mail confirmation once it has been uploaded.

### **Narrative**

1. Does the narrative need to be closely tied to the video?

**A:** Yes, the lesson captured in the video must correspond to the topic or concept chosen in Dimension One. However, the narrative responses may address a series of related lessons beyond the single class seen in the video.

2. Do I need to respond to the Dimensions questions in the order in which they appear?

**A:** Yes, you should respond to the Dimensions questions in the order in which they appear, and each question must be answered individually. The easiest way to ensure your responses are correctly formatted is to download and use the *Dimensions of Outstanding Teaching Template* provided.

3. What is meant by “reflective practice” in Dimension Four?

**A:** Reflective practice happens after teaching a lesson when you look back and evaluate the effectiveness and success of the classroom experience. You should evaluate what worked particularly well and what did not go exactly as you expected. Consider what kinds of changes you could make to improve the lesson. Discuss what you might implement the next time you teach this same content material to better meet the needs of all students in the class.

4. For Dimension Three when I am asked to provide evidence for students’ success, must I only cite national assessments?

**A:** No, any form of assessment that helps you to evaluate student learning may be used. However, try to be as quantitative and detailed as possible. Provide the results and how you analyze the results to help you determine student success.

5. In Dimension Five, can I just provide a list of my professional development experiences?

**A:** No, your résumé should provide this. Choose one or two of your professional development experiences and expand on how each specifically impacted your teaching and how student learning was influenced as a result.

### **Video**

1. My class period is only 30 minutes long. Can I use the remaining 15 minutes to provide supplemental material?

**A:** No, the video must be a single, continuous recording of one class. If your class period is less than 45 minutes, you may not use the remaining time for other purposes. If your class period is longer than 45 minutes, you will need to decide when to start your video during the class, but regardless, the video may not be longer than 45 minutes.

2. I have a video from a previous year. Can I use that one for this application?

**A:** No, your video must be from the 2010 – 2011 school year.

### **Technical Questions**

1. I am working on my Teacher Information Form. Even though it seems that everything is complete, the menu still shows this form as “in progress.” Why is my form incomplete?

**A:** Open your form and check that all the fields have been filled in and are complete. Fields cannot be left blank. For example, in the percentage section, if a value is zero, you must enter “0.” Also, check that percentages total to exactly 100 percent. (You must round percentages to the nearest whole number). In addition, a red mark will appear next to fields containing errors. The related error message will provide information to help you complete the item correctly.

2. Does my résumé need to follow the formatting guidelines for the Written Response?

**A:** No, the résumé, supplemental materials, and letters of recommendation may have different formatting. However, the font used must be easy for reviewers to read, and the materials should not exceed the specified page limits.

3. Can I upload each of the Dimension responses separately?

**A:** No, your responses to all of the Dimensions of Outstanding Teaching must be saved as a single file and uploaded under the Written Response section on your online application.

4. I began working on the Written Response template, uploaded the file, and clicked on the **Save** button. It is now telling me that I have “completed” the Written Response on the My Application screen, but I still need to edit it. How do I access my Written Response after it has been marked as complete?

**A:** You may still make changes to your Written Response document. When you upload a file to your application, the status will change to “completed.” However, your application will not be submitted until you click on **Submit Application**. As you continue to work on your application, you may delete documents and upload revised versions to your application.

5. Is there a preferred video format?

**A:** You need to create a DVD with a format that is compatible with video, not a DVD with a data storage format (i.e., do not just copy your .wmv files onto a DVD). The DVD should be playable in a standard DVD player.

6. I mailed my video to my State Coordinator, but the Video Component is still not marked as “complete.” How do I mark this section as complete?

**A:** The instructions in the Video Component section of your online application ask you to fill in the **Date Video Mailed** box with the date that you send the video to your State Coordinator. Once you have entered the date and clicked on **Save**, the progress bar on the main application page should show that the Video Submission is complete.

7. Can I upload 10 *files* or 10 *pages* of supplemental materials?

**A:** You may submit a total of 10 pages of supplemental materials. When the reviewer prints out these materials, he or she should have 10 pages or fewer of supplemental materials for your application. Any additional pages that you provide will not be reviewed.

8. I am having trouble uploading my files to my online application. What should I do?

**A:** Your files may be too large to upload to the system. If you are unable to reduce the size of the file, e-mail your materials to our technical support staff at [application@paemst.org](mailto:application@paemst.org) or fax the pages to us at (800) 427-0139.

9. My Supplemental Materials section still says “not started” or “in progress.” How do I indicate that this section is complete?

**A:** Click on the Supplemental Materials section. Mark the checkbox at the bottom that says, “This is all I intend to include for my Supplemental Materials” and then click on **Save**. This section should now be marked as complete.

10. I need technical help, whom can I contact?

**A:** Assistance is available between the hours of 9 a.m. and 5 p.m. EST, Monday through Friday.

E-mail: [application@paemst.org](mailto:application@paemst.org) or [info@paemst.org](mailto:info@paemst.org)

Toll-free phone: (800) 209-6327 x2

Fax: (800) 427-0139

### **Timeline**

1. How should I approach the application process? Is there a recommended timeline?

**A:** After you confirm your eligibility, you should read through the entire application packet and review the entire online teacher portal. Plan the lesson or series of lessons you will be addressing in your video and your narrative. Once you have decided on the topic, you should work on the video and narrative in parallel, making sure to reflect on the video throughout your narrative response.

2. I have submitted my PAEMST application. When will State Finalists and Presidential Awardees be notified?

**A:** Each State determines when State Finalists are recognized. Up to three candidates from each State in each discipline are forwarded on for national consideration, where they will undergo a separate review process. The announcement of the Presidential Awardees will occur sometime in late spring or early summer of the year following your application.

3. When will Presidential Awardees be honored in Washington, DC?

**A:** The White House Office of Science and Technology Policy is responsible for setting the dates for recognition activities, and it depends on administrative scheduling. Awardees will be notified at the earliest possible date.

<b>Tracking/Follow-up Checklist for PAEMST Tasks</b>
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After the meeting of the State selection committee, perform the following tasks:

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

PAEMST Task	I	P	D	W
1. Double check State Finalists' submissions according to the 2011 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 DVDs 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. ICF Macro must receive them 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. <b>After</b> 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.				

PAEMST Task	I	P	D	W
11. For CSSS and ASSM record-keeping purposes, update your State's list of State Finalists; update it again when PAEMST awardees are announced.				
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 CSSS or ASSM guidelines.				
19. <b>After</b> 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 CSSS or ASSM of any changes in your State Coordinator role/position.				

**PAEMST**

**SAMPLE LETTERS**

**FOR**

**STATE-LEVEL**

**SCIENCE AND MATHEMATICS**

**COORDINATORS**

<b>Invitation To Nominate Teacher for PAEMST</b>
--

TO: {PrincipalsOfStateSchoolDistricts}

FROM: {StateProgramCoordinator}

RE: PAEMST Nomination Form

DATE: {DateSentToPrincipals}

There are outstanding science and mathematics teachers in every school system throughout our State. Help us identify and recognize these hard-working educators by nominating them for the Presidential Award for Excellence in Mathematics and Science Teaching (PAEMST). Nominated teachers must have completed 5 years of K – 12th-grade teaching prior to this year and currently be teaching 7th through 12th-grade science or mathematics. Please go to the PAEMST Web site (<http://www.paemst.org>) to complete an online nomination form.

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

<b>Transmittal Letter</b>
---------------------------

{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 and science teachers from each State for more than 25 years. Please go to <http://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 an application. Outstanding teachers deserve recognition for their contributions to our Nation's youth. Become a part of an ever-expanding network of hard-working and dedicated science, mathematics, engineering, and technology (STEM) educators and increase your influence in State and national STEM education issues. 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}

<b>Invitation To Serve on Selection Committee</b>
---

{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/science} 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.

If you cannot serve on the PAEMST selection committee or if you have any questions, please contact {NameOfStateProgramCoordinator}, {mathematics/science} 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}

<b>Selection Committee Participation Supervisor Approval</b>
--

{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 and science 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/science} selection committee. This committee will meet on {DateOfMeeting} from {StartTime} until {EndTime} at {MeetingSite}. Travel expenses will be reimbursed.

Please contact {StateProgramCoordinator}, {mathematics/science} 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}

<b>Agenda for State Selection Committee Meeting</b>
---

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/science} teachers. As a State reviewer, you will have access to application materials for your assigned teachers submitted through the PAEMST Web site, <http://www.paemst.org>. Additionally, the 2011 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 {e-mail 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

<b>Thank You for Serving on the Selection Committee</b>
---

{DateOfLetter}

{NameOfRecipient}

{AddressOneOfRecipient}

{AddressTwoOfRecipient}

{AddressThreeOfRecipient}

Dear {NameOfRecipient}:

Your service on the selection committee enabled us to choose outstanding teachers of {mathematics/science} 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/science} 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/science}.

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/science} finalists will be honored by the {State Organization} and the {State Meeting}.

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

<b>Congratulations to State Finalist From State Coordinator</b>
---

{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/science} 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/science}.

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/science} organizations at their annual meetings.

Best wishes for your continued success.

Sincerely,

{NameOfChiefStateSchoolOfficer}

{TitleOfChiefStateSchoolOfficer}

cc: {ListOfThoseWhoMustBeCopied}

{AssistantCommissionerOrDeputySuperintendent,Etc.}

{CountySuperintendent}

{DistrictSuperintendent}

{SchoolPrincipal}

<b>Congratulations to Awardee From State Coordinator</b>
--

{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/science} 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/science}.

Sincerely,

{NameOfStateProgramCoordinator}  
{TitleOfStateProgramCoordinator}

cc: {ListOfWhoNeedsToBeCopied}

<b>Principal/Superintendent Notification of Finalist</b>
--

{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/science}. 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/science} 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/science}.

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

Enclosure

cc: {ListOfAnyWhoMustBeCopied}

<b>Thank You for Applying to the Program</b>
--

{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/science} in {NameOfState}. The selection process for our State for {YEAR} has now been completed. Even though you were not selected as a State-level finalist this year, we want to strongly encourage you to apply again in the future. Also we would like to encourage you to expand your contributions to science and mathematics teaching both on a State and national level. There are many ways to get involved. Please don't hesitate to contact us if you are interested in becoming a more active member of the STEM network.

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

<b>Invitation to State Awards Reception</b>
---

{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}

<b>Invitation To Serve as a Mentor</b>
--

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 outstanding {elementary/secondary} {mathematics/science} teachers 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 – 2011 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}.

<b>Letter to Nominee Naming Mentor</b>
--

{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 2 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}

<b>Nominee Follow-up Letter</b>
---------------------------------

{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/science} 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/science}.

---

 Date

---

 {NameOfPresidentOfBoard}, President  
 State Board of Education

---

 {NameOfSecretaryOfBoard}, Secretary  
 State Board of Education

<b>Timeline for Media-Related Activities</b>
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- 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/science}.
  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 awardees.
- 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 science activity or school or community science days.
  2. Schedule visits by the finalists and awardee with potential sponsors (local foundations, corporations, business groups, or universities).
  3. Make follow-up calls to assignment editors to generate interest in the teachers' 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 science 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.

<b>Media Relations Overview</b>
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**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 or science background at elementary and high school level; extent of science coursework offered (e.g., highest levels of each, how much is required for graduation)

**Sample Press Release Announcing Individual State Finalist****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 science 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 science 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.

# WEB SITES

<b>PAEMST Web Sites</b>
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**Program Information**

- <http://www.paemst.org> (This includes nomination and application information.)

**Awardee Alumni Associations**

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

**Professional Organization**

Association of State Supervisors of Mathematics (ASSM): <http://www.assm.us>

Council of State Science Supervisors (CSSS): <http://www.csss-science.org>

**SUGGESTIONS  
FOR  
ENHANCING  
PAEMST  
STATE PROGRAMS**

When you send out a letter to applicants, consider including the following Checklist for Applicants and Application Tips. These two documents will help applicants return a quality submission to you.

<b>PAEMST Checklist for Applicants</b>
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Before submitting your PAEMST Application, please ensure that your submission includes the following items:

	<p><b>Administrative Component:</b></p> <ul style="list-style-type: none"> <li>• Teacher Information Form</li> <li>• Employment Verification Form <b>signed and dated</b> by your principal or a school district official</li> <li>• Three <b>signed and dated</b> letters of recommendation, which can be from parents, colleagues, administrators, students, or others who can describe how your work has had a positive impact on student learning of mathematics or science. One of these three letters <b>must</b> be from a school or school district official</li> <li>• A résumé (maximum of two pages) outlining your education, employment history, and participation in professional development activities</li> </ul>
	<p><b>Narrative Component:</b></p> <p>Written response and supplemental materials addressing the five Dimensions of Outstanding Teaching:</p> <ul style="list-style-type: none"> <li>• Narrative responses must address each of the five Dimensions of Outstanding Teaching (15 page maximum)</li> <li>• Supplemental materials such as student work, assessment items, or publications (10 page maximum)</li> <li>• Each prompt must be answered separately. Responses must be in order and labeled with the appropriate heading. Using the recommended Dimensions of Outstanding Teaching template (available online) will ensure that your application meets these guidelines.</li> <li>• 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 name and Teacher ID.</li> <li>• References in the narrative to the supplemental materials or the video should be noted according to the guidelines provided in the 2010 – 2011 Application Packet.</li> </ul>
	<p><b>Video Component:</b></p> <ul style="list-style-type: none"> <li>• Submit two copies of the DVD recording (in DVD-VIDEO format) of a classroom period.</li> <li>• The video must not exceed 45 minutes or one class period, whichever is shorter.</li> <li>• The video footage must be continuous, unedited, and without any stopping and restarting of the camera. No other supplemental video material may be submitted.</li> </ul>

All application materials must be submitted online at <http://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.

<b>PAEMST Application Tips</b>
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The following are recommendations from past awardees. If you have questions, your State Coordinator, a past awardee, or your mentor should be able to assist you. You may also contact a PAEMST team member at [info@paemst.org](mailto:info@paemst.org).

### **Tips for the Applicant's Résumé**

- Adhere to the guidelines for the résumé as stated in the application requirements. Note the two-page limit (this document is not included in the 25-page core component page limit).
- Cite memberships in State and national science, mathematics, and/or educational organizations. Include memberships in informal science/mathematics centers, groups, programs, and other similar efforts. If you are active in these organizations, cite your responsibilities.
- Cite references for any articles you have written for State or national science/mathematics newsletters or journals. Most of the editors of publications connected with State-level science/mathematics organizations are in need of articles.
- List any grants that you have received. Many local school districts and foundations offer grant money.
- Cite any graduate courses or continuing education units you have taken that demonstrate your efforts to stay current in your profession.
- Cite leadership positions you have taken in your school system, your State, and with national organizations.
- Cite presentations you have given at State and/or national conferences for science and mathematics.
- List all forms of recognition that you have received for your profession. Include school system awards and State and national recognition.

### **Tips for the Dimensions of Outstanding Teaching Narrative and Supplemental Materials**

- Use the Dimensions of Outstanding Teaching template (available online) and respond to the questions in the order they appear.
- Submit no more than 10 pages of supplemental materials. This is a good place to include a list of the references you used in preparing your lesson and classroom activities. You may also want to use one of the pages to provide background information about the placement of the chosen lesson within a larger conceptual unit to explain what the students have already learned and where they will be heading subsequently.
- Correct grammar, spelling, 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.
- Reference the video and supplemental documents throughout your narrative response.

### **Tips for the Video/DVD**

- The video **MUST** be continuous and uninterrupted. Do not stop the filming during the 45-minute lesson.
- Follow correct safety precautions for all hands-on activities and demonstrations.

- Be sure to submit **two** copies of the DVD, and retain the original for your files.
- Be sure the video matches the lesson you write about and that it shows students engaged in the mathematics or science activity. Use a new DVD<sup>1</sup> 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.
- Consider videotaping many classes prior to your application lesson to help you and your students get used to having the camera in the classroom.
- Be sure students are actively involved in the lesson you are videotaping. Students should participate in the learning experience. Show one-to-one teacher-student interaction. Show small group discussions.
- While demonstrations have their place in a classroom, for the PAEMST lesson, standing or sitting in front of the classroom and lecturing to students for the full 45 minutes is 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.
- Show your passion for teaching during the recorded lesson. 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).
- If you make a mistake during a lesson, do not attempt to edit the video; rather, address the error in your narrative. Explain how you will/or did address the error in future classes.
- Your videographer can be a professional, a colleague, a student from your class, or a tripod that you move about the classroom as needed. Do your best to capture teacher-student interactions and conversations. Try to minimize the distance between the camera and the activities being taped.
- When you have completed the taping, review the video to be sure the sound is clear, the camera is steady, and the lesson is continuous (without any breaks or stops).
- Complete the recording as early in the application process as possible so that if the recording needs to be redone, you will have time to do so. Consider targeting a lesson that takes place earlier rather than later in the school year.
- Professional appearance and demeanor are important.
- Use the best technology available to maximize audio and video quality. If you have access to a digital video camera, use it to record your lesson and then transfer it to DVD.
- Review the requirements of the video with the camera operator. Make certain the camera operator is familiar with the equipment and understands the kinds of interactions that should be captured. Remember the video frame should clearly show the students' faces and their actions and interactions during the lesson.
- Practice videotaping your classroom several times to help identify the technical problems (e.g., lighting, sound) involved in capturing a lesson on video and to allow your students to become accustomed to having the camera in the room.
- Consider using multiple microphones for the teacher and students. Historically, the greatest difficulty has been in hearing student-to-student interactions and students' responses to teachers' questions due to excessive background noise.

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<sup>1</sup> Applicants are required to submit their video in DVD-VIDEO format.

<p style="text-align: center;"><b>Recruiting Nominators to Nominate and Recruiting Teachers to Apply</b></p>
--

**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 science coordinators
- Electronic mailing lists

**State Level**

- Letters to intermediate educational agencies
- State professional organizations (e.g., science, academies, Building a Presence, Junior Academy of Sciences)
- Awardees in other recognition programs
- National Board Certified Teachers
- Past PAEMST State awardees
- Electronic mailing lists

**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
- NSTA, NCTM, and associated groups
- Electronic mailing lists

**Communication Suggestions**

- PAEMST brochure
- Newsletters
- E-mail
- Web sites
- Existing State networks
- Electronic mailing lists

**Professional Meetings**

- Present a PAEMST session at conferences, meetings, and professional development opportunities.
- Recognize the State Finalists and awardees 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
- Past State Finalists
- National Board Certified Teachers
- Building a Presence Key Leaders and Building contacts
- 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. Note that the application has changed from years past and all mentors should familiarize themselves with the newest version online.
- 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., Building a Presence, academies, alliances).
- Give presentations at State meetings or conventions.
- Ensure frequent communication and interaction between the nominee and mentor.
- Use e-mail, teleconferencing, and chat rooms.

### **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.
- Conduct training sessions at State meetings.

<b>Honoring Awardees</b>
--------------------------

**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.
- Consider inviting all nominees to attend the award function

**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).
- See Engaging Awardees (next page)

<b>Engaging Awardees</b>
--------------------------

**National-Level Engagement**

- Encourage committee membership in the National Science Teachers Association (NSTA), the National Council for Teachers of Mathematics (NCTM), and other professional science and mathematics organizations.
- Nominate to offices of NSTA, NCTM, and other professional science and mathematics organizations.
- Support attainment of National Board of Professional Teaching Standards Certification.
- Provide professional development for mathematics and science programs such as NSF-supported curricula.
- Recommend membership in APAST, SEPA, and CPAM.
- 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 NSTA, NCTM, and other science and mathematics organizations.
- Nominate to offices of NSTA, NCTM, and other professional science and mathematics organizations.
- Provide professional development for statewide science and mathematics initiatives.
- Recommend for membership for State-level curriculum, assessment, and legislative committees.
- Give presentations regarding mathematics and science 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 NSTA's Building a Presence.

**District-Level Engagement**

- Serve on district-level committees (e.g., curriculum, assessment, instructional materials, science facilities, strategic planning).
- Provide professional development for district-wide mathematics and science initiatives.
- Give presentations regarding science 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 science committees (e.g., curriculum, assessment, instructional materials, science facilities, school improvement).
- Serve as school teacher-leader/representative for district-wide mathematics and science initiatives.
- Serve as teacher mentors (e.g., new teachers, curriculum implementation).
- Serve as Point of Contact in NSTA's Building a Presence.

**APPENDIX A:**

**ASSM**

<b>Presidential Awards for Excellence in Mathematics and Science Teaching</b>
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## STATE COORDINATOR'S AGREEMENT FORM

### ASSM 2011 – Mathematics/CSSS 2011 – Science

STATE \_\_\_\_\_ DATE \_\_\_\_\_

PAEMST STATE COORDINATOR NAME \_\_\_\_\_

Are you a member of the Council of State Science Supervisors and/or Association of State Supervisors in Mathematics for your State? \_\_\_\_\_

PAEMST State Coordinator Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

To ensure continuity in the program at the State and national level, the State Coordinator shall:

- Keep accurate records of the number of NSF brochures distributed and the audience to whom they are directed.
- 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 track of how much money you spend and in which category the expenses occurred.
- Submit timely documentation for the PAEMST fiscal cycle and the Coordinator Final Report to association leadership and ICF Macro.
- Notify the ASSM/CSSS coordinator in case of changes of names, positions, contact information, e-mail addresses, etc. as soon as possible.

I agree to comply with these requests:

\_\_\_\_\_  
(Signature)

## PRESIDENTIAL AWARDS FOR EXCELLENCE IN MATHEMATICS AND SCIENCE TEACHING

### 2011 ASSM Guidelines/Forms for Reimbursement

#### **Roles and Responsibilities of PAEMST State Mathematics Coordinators**

##### *For Recruitment:*

- Work toward active recruitment of high-quality applicants, especially those of underrepresented 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, as applicable.
- Conduct Recruitment activities such as workshops, presentations, and e-mail listings for teacher nominees and applicants in the state PAEMST program.
- **The nominations process is done on-line. The Nomination form is currently scheduled to be available on or around October 1, 2010. The 2011 Application form is scheduled to be available on-line November 1, 2010.**

##### *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 2011 cycle.
- If you are paying someone for mentoring, please provide their social security number when requesting a stipend.
- The Application process is now on-line. Mentors may need additional training to aid applicants.

##### *For Selection Committee:*

- Organize the Selection Committee so that you have 3 persons for 6 applications.
- Selection committee members must be trained on the use of the on-line application in the PAEMST 2011 year. All applicants are now required to include a video/DVD with their application. All applications are completed on- line.
- Record and report the total number of applications received in your state by Grades 7-12. Record the number of semi-finalists Grades 7-12 applications approved for NSF. The 2011 Application will be for secondary teachers Grades 7-12. The award will alternate yearly by grade level with teachers, grades 7-12 in 2011 and teachers, grades K-6 in 2012.
- Work toward a revolving membership of the selection committee, allowing new, qualified participants to be involved, ensuring that both content and pedagogical expertise are represented on the selection committees.
- Ensure that applications that do not meet the established criteria (whether for failing to follow the guidelines, false content, misrepresentations of facts or conditions, etc.) are rejected confidentially and not sent to the National Selection Committee.
- Submit finalists' application to NSF by June 15, 2011.

*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.
- 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:*

- Keep accurate records of the number of requests for applications, 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.
- Record anecdotal problems or issues involved with the program for discussion among state coordinators, the ASSM coordinator and national program managers.
- Complete an Online Report at [www.paemst.org](http://www.paemst.org) by August 8, 2011.
- Notify the ASSM coordinator in case of changes of state coordinator names, positions, contact information, email addresses, etc. as soon as possible to ensure continuity in the program at the state/national level.
- 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, 2011.**

**For PAEMST State Mathematics Coordinators:**

Funds for the Presidential Awards program, which is run on a fiscal year based on the year in which national Awardees are selected, can be obtained **only** by requesting program reimbursements for expenses already incurred while conducting the PAEMST program.

Funds for the **fiscal year 2011** can be requested from **September 1, 2010- August 15, 2011**. No state will receive more than \$4,000 for coordinating the mathematics PAEMST program. No territory will receive more than \$1200. You can send forms and receipts as many times as you need to get reimbursed. You need to allow 4-6 weeks for the payment of reimbursements. Checks will be sent by Charles Watson, ASSM Financial Officer, upon receipt of approved requests from the ASSM PAEMST Coordinator.

Reimbursements can be requested by legibly completing the appropriate ASSM reimbursement request form and submitting two copies of the reimbursement form with receipts by the 15<sup>th</sup> of each month to:

William J. Geppert, Jr. ASSM/PAEMST Coordinator  
5 Sydenham Court, Rehoboth Beach, DE 19971  
302-226-3699; [geppwj@aol.com](mailto:geppwj@aol.com)

## PAEMST 2011 Funds Request- ASSM

State Coordinator Name: \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_ (Use if only requesting one check,  
otherwise use Schedule B).Address: \_\_\_\_\_ (Federal I. D. Number or SS#, if  
applicable)

ITEMIZED EXPENDITURES FOR TIME PERIOD: \_\_\_\_\_ to \_\_\_\_\_

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. Mileage reimbursement requests should be calculated at a rate of \$0.51.

**Recruitment****Expense**

Postage and supplies \$ \_\_\_\_\_

Photocopying \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Food and Beverage \$ \_\_\_\_\_

Administrative/clerical \$ \_\_\_\_\_

Honorarium/stipend \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Subtotal Recruitment: \$ \_\_\_\_\_

**Mentoring/Coaching****Expense**

Postage and supplies \$ \_\_\_\_\_

Photocopying \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Food and Beverage \$ \_\_\_\_\_

Administrative/clerical \$ \_\_\_\_\_

Honorarium/stipend \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Subtotal Mentoring: \$ \_\_\_\_\_

**Selection Committee****Expense**

Postage and supplies \$ \_\_\_\_\_  
 Photocopying \$ \_\_\_\_\_  
 Travel \$ \_\_\_\_\_  
 Food and Beverage \$ \_\_\_\_\_  
 Administrative/clerical \$ \_\_\_\_\_  
 Honorarium/stipend \$ \_\_\_\_\_  
 Lodging \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_

*Subtotal Selection:* \$ \_\_\_\_\_

**Recognition****Expense**

*Reminder: Funds **may not** be used to provide cash awards or other gifts to Awardees and State Finalists.*

Postage and supplies \$ \_\_\_\_\_  
 Photocopying \$ \_\_\_\_\_  
 Travel \$ \_\_\_\_\_  
 Food and Beverage \$ \_\_\_\_\_  
 Plaques/Certificate Frames \$ \_\_\_\_\_  
 Administrative/clerical \$ \_\_\_\_\_  
 Lodging \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_

*Subtotal Recognition:* \$ \_\_\_\_\_

**TOTAL REQUESTED:** \$ \_\_\_\_\_

SIGNATURES:

\_\_\_\_\_  
 State Coordinator

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 ASSM Authorization

\_\_\_\_\_  
 Date

**For Office Use Only**

State:

Check Amount:      Date of Check:      Charge to ACCOUNT: PAEMST-MACRO, Inc.

If requesting an honorarium of \$600 or greater for an individual, list his/her name, home address, and social security number on Schedule B. Honoraria for individuals receiving less than \$600, list their name(s) also on Schedule B.

**Schedule B:**

Checks are to be written to: (Provide SSN/Federal I. D. number, if applicable). Attach individual expense sheets when applicable for each person requesting a check for expenses and/or a stipend. NSF requires us to report expenses by category and line items. Please attach an invoice from vendor, school district, state department, University, or professional organization, including their Federal I. D. number and to whom the check should be sent for reimbursements requested for them.

Name:	Name:
Address:	Address:
Amount:	Amount:
SSN:	SSN:
Name:	Name:
Address:	Address:
Amount:	Amount:
SSN:	SSN:
Name:	Name:
Address:	Address:
Amount:	Amount:
SSN:	SSN:
Name:	Name:
Address:	Address:
Amount:	Amount:
SSN:	SSN:
Name:	Name:
Address:	Address:
Amount:	Amount:
SSN:	SSN:

**2011 PAEMST Individual Reimbursement- Payment Voucher**  
**(Attach this form for each individual listed on Schedule B requesting a check.)**

Name \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

\_\_\_\_\_ E-mail address \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date(s) of meeting \_\_\_\_\_ Location of meeting \_\_\_\_\_

Name of Committee: \_\_\_\_\_

Attach to this voucher receipts justifying the following expenditures: airline ticket, lodging, or any other items that exceed \$10. Mileage reimbursement requests should be calculated at a rate of \$0.51.

<u>Item Category</u>	<u>Expense</u>
Photocopying	\$ _____
Food (list allowable meals)	\$ _____
Travel (airfare, taxi, etc.,)	\$ _____
Date departed _____ Date Returned _____	
Destination: from _____ to _____	
Total Mileage _____ @ \$.51= _____	\$ _____
Lodging	\$ _____
Stipend	\$ _____
Other (Describe: _____)	\$ _____

TOAL REQUESTED \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX B:**

### **CSSS**

<b>Presidential Awards for Excellence in Mathematics and Science Teaching</b>
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## STATE COORDINATOR'S AGREEMENT FORM

### ASSM 2011 – Mathematics/CSSS 2011 – Science

STATE \_\_\_\_\_ DATE \_\_\_\_\_

PAEMST STATE COORDINATOR NAME \_\_\_\_\_

Are you a member of the Council of State Science Supervisors and/or Association of State Supervisors in Mathematics for your State? \_\_\_\_\_

PAEMST State Coordinator Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

To ensure continuity in the program at the State and national level, the State Coordinator shall:

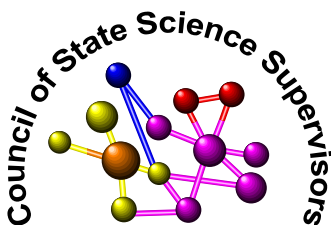
- Keep accurate records of the number of NSF brochures distributed and the audience to whom they are directed.
- Keep accurate records of the number of nominations received, as well as the number of completed applications.
- Keep accurate records and financial documentation for all expenses incurred for the coordination of the State-level program, including all in-kind contributions.
- Keep track of how much money you spend and in which category the expenses occurred.
- Submit timely documentation for the PAEMST fiscal cycle and the Coordinator Final Report to association leadership and ICF Macro.
- Notify the ASSM/CSSS coordinator in case of changes of names, positions, contact information, e-mail addresses, etc. as soon as possible.

I agree to comply with these requests:

\_\_\_\_\_  
(Signature)

# 2011 PRESIDENTIAL AWARDS FOR EXCELLENCE IN MATHEMATICS AND SCIENCE TEACHING

## REIMBURSEMENT FORMS



### Roles and Responsibilities of PAEMST Science State Coordinators

#### *For Recruitment:*

- Work toward active recruitment of high-quality applicants, especially those of underrepresented, underutilized groups throughout the year.
- Distribute NSF PAMST brochures to key Science 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, as applicable.
- Conduct recruitment activities such as workshops, presentations, and email listings for teacher nominees and applicants in the state PAEMST program.

#### *For Recognition:*

- Coordinate recognition opportunities to enhance the visibility of the program and to promote excellence in science teaching.
- 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 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.) Funds in this category **SHOULD NOT** exceed \$2000.

#### *For Mentoring/Coaching:*

- Use funds to organize a Mentoring/Coaching Committee to nominate, recruit, and mentor individuals to apply for the PAMST program.
- Aid the committee in its mission to have at least 12 completed applications for the 2011 cycle.

#### *For Selection Committee:*

- Organize the Selection Committee so that you have 3 persons for 6 applications.
- Selection committee members must be trained on the use of the on-line application in the 2011 PAEMST year. All applicants are now required to include a video/DVD with their application. All applications are completed on-line.
- Record and report the total number of nominations and applications received in your state for NSF records. Record and report the number of semi-finalists sent to NSF. The award will alternate yearly by grade level, grades 7-12 in 2011 and grades K-6 in 2012.

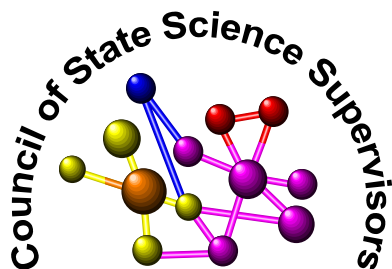
- Work toward a revolving membership of the selection committee, allowing new, qualified participants to be involved, ensuring that both content and pedagogical expertise are represented on the selection committees.
- Ensure that applications that do not meet the established criteria (whether for failing to follow the guidelines, false content, misrepresentations of facts or conditions, etc.) are rejected confidentially and not sent to the National Selection Committee.
- Submit finalists' application to ICF Macro International, Inc. by June 15, 2011
- NOTE: The nominations process will be done on-line. The 2011 Nomination Form is scheduled to be available on or around October. The 2011 Application Form is scheduled to be available in November.

*For Reimbursement:*

- Keep accurate records and financial documentation for all expenses incurred for the coordination of the state-level program, including all in-kind contributions.
- Notify the CSSS coordinator in case of changes of names, positions, contact information, email addresses, etc. as soon as possible to ensure continuity in the program at the state/national level.
- Keep accurate records when requesting an honorarium, including the social security numbers, and list expenses separately such as mileage, hotel, food, parking, and other incidental expenses.
- Submit **final reimbursement requests** to the CSSS PAEMST Coordinator on or **before August 15, 2011**.

**Important Points:**

1. Funds for the PAEMST program is run on a calendar year based on the year in which national Awardees are selected. Reimbursement for the 2011 cycle will occur from September 1, 2010, through August 15, 2011.
2. No state will receive more than a total of \$4000 for coordinating the science awards program. No territory will receive more than \$1200. You may send forms and receipts as many times as you need to get reimbursed. Just copy the forms, filing out Part B for which you (or others) are going to be reimbursed.
  - a) Send a form with **original receipts/invoices** to CJ Evans at the address below.
  - b) If you are paying a stipend over \$599, that person's **SSN** must be given.
  - c) Checks will be sent out to those indicated in Part B of the form within 72 hours.
3. Questions? Contact **CJ Evans; Cell 314-614-7707; Home 636-724-3770** [jecjevans@charter.net](mailto:jecjevans@charter.net)



## PAEMST 2011 Funds Request

State Coordinator Name: \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### SIGNATURE:

\_\_\_\_\_  
 State Coordinator

\_\_\_\_\_  
 Date

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

Send requests to:

**CJ Evans, CSSS PAEMST Coordinator**  
**614 Indian Hills Drive**  
**St, Charles, MO 63301-0561**

**Cell 314-614-7707;**  
**Home 636-724-3770**  
[jecjevans@charter.net](mailto:jecjevans@charter.net)

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 \_\_\_\_\_ @\$.51 \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_

Subtotal Recruitment: \$ \_\_\_\_\_

### Recognition

### Expense

Postage and supplies \$ \_\_\_\_\_  
 Travel and lodging \$ \_\_\_\_\_  
 Food and Beverage \$ \_\_\_\_\_  
 Plaques/Certificate Frames \$ \_\_\_\_\_  
 Mileage \_\_\_\_\_ @\$.51 \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_

Subtotal Recognition: \$ \_\_\_\_\_

### Mentoring/Coaching

### Expense

Postage and supplies \$ \_\_\_\_\_  
 Travel and lodging \$ \_\_\_\_\_  
 Administrative/clerical \$ \_\_\_\_\_  
 Honorarium/stipend \$ \_\_\_\_\_  
 Mileage \_\_\_\_\_ @\$.51 \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_

Subtotal Mentoring: \$ \_\_\_\_\_

### Selection Committee

### Expense

Postage and supplies \$ \_\_\_\_\_  
 Travel and lodging \$ \_\_\_\_\_  
 Food and Beverage \$ \_\_\_\_\_  
 Administrative/clerical \$ \_\_\_\_\_  
 Honorarium/stipend \$ \_\_\_\_\_  
 Mileage \_\_\_\_\_ @\$.51 \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_

Subtotal Selection: \$ \_\_\_\_\_

**TOTAL REQUESTED:** \$ \_\_\_\_\_

**2011 PAEMST Individual Reimbursement- Payment Voucher**  
**(Attach this form for each individual listed on PART B requesting a check.)**

Name \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address \_\_\_\_\_

Date(s) of meeting \_\_\_\_\_ Location of meeting \_\_\_\_\_

Name of Committee: \_\_\_\_\_

Attach receipts justifying the following expenditures: airline ticket, lodging, or any other items that exceed \$10.

<u>Item Category</u>	<u>Expense</u>
Photocopying	\$ _____
Food (list allowable meals)	\$ _____
Travel (airfare, taxi, etc.)	\$ _____
Date departed _____ Date Returned _____	
Destination: from _____ to _____	
Total Mileage _____ @ \$.51= _____	\$ _____
Lodging	\$ _____
Stipend (Provide SSN and W-9 if over \$599 in a fiscal year (SSN _____))	\$ _____
Other (Describe: _____ )	\$ _____

TOTAL REQUESTED \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Part B: State \_\_\_\_\_

Checks are to be written to (PLEASE PRINT):

<p>Name: _____</p> <p>Address: _____</p> <p>SSN: (if applicable) _____</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p> <p style="text-align: right;">TOTAL AMOUNT: _____</p> <p style="text-align: right;"># of Receipts ____</p>	<p>Name: _____</p> <p>Address: _____</p> <p>SSN: (if applicable) _____</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p> <p style="text-align: right;">TOTAL AMOUNT: _____</p> <p style="text-align: right;"># of Receipts ____</p>
<p>Name: _____</p> <p>Address: _____</p> <p>SSN: (if applicable) _____</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p> <p style="text-align: right;">TOTAL AMOUNT: _____</p> <p style="text-align: right;"># of Receipts ____</p>	<p>Name: _____</p> <p>Address: _____</p> <p>SSN: (if applicable) _____</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p> <p style="text-align: right;">TOTAL AMOUNT: _____</p> <p style="text-align: right;"># of Receipts ____</p>

State \_\_\_\_\_

<p>Name: _____</p> <p>Address: _____</p> <p>SSN: (if applicable) _____</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p> <p style="text-align: right;">TOTAL AMOUNT: _____</p> <p style="text-align: right;"># of Receipts ____</p>	<p>Name: _____</p> <p>Address: _____</p> <p>SSN: (if applicable) _____</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p> <p style="text-align: right;">TOTAL AMOUNT: _____</p> <p style="text-align: right;"># of Receipts ____</p>
<p>Name: _____</p> <p>Address: _____</p> <p>SSN: (if applicable) _____</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p> <p style="text-align: right;">TOTAL AMOUNT: _____</p> <p style="text-align: right;"># of Receipts ____</p>	<p>Name: _____</p> <p>Address: _____</p> <p>SSN: (if applicable) _____</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p> <p style="text-align: right;">TOTAL AMOUNT: _____</p> <p style="text-align: right;"># of Receipts ____</p>