# PAPERWORK REDUCTION ACT
# CHANGE WORKSHEET

| Agency/Subagency<br>U.S. Department of Education/OESE | | OMB Control Number<br><br>1800-0011 |
|---|---|---|
| | ***Enter only items that change***<br>**Current Record** | **New Record** |
| **Agency form number(s)** | **NA** | **NA** |
| **Annual reporting and record keeping hour burden** | | |
| **Number of respondent** | **50,000** | **50,000** |
| **Total annual responses** | **50,000** | **50,000** |
| **Percent of these responses collected electronically** | **80 %** | **80 %** |
| **Total annual hours** | **25,000** | **25,000** |
| **Difference** | | **0** |
| **Explanation of difference** | | |
| **Program change** | | **0** |
| **Adjustment** | | **0** |
| **Annual reporting and record keeping cost burden (in thousands of dollars)** | | |
| **Total annualized capital/startup costs** | **0** | **0** |
| **Total annual costs (O&M)** | **0** | **0** |
| **Total annualized cost requested** | **0** | **0** |
| **Difference** | | **0** |
| **Explanation of difference** | | |
| **Program change** | | **0** |
| **Adjustment** | | **0** |

**Other**: ED is requesting approval of the ***Call for Presenters, Teacher-to-Teacher Workshops Summer 2005*** under the *Master Plan for Customer Surveys and Focus Group* clearance, 1800-0011. The burden hours for this individual survey fall within the annual cap for 1800-0011.

| **Signature of Senior Official or designee:** | **Date:** | **For OIRA Use** |
|---|---|---|
| Angela Arrington | 12-2-04 | |

****This form cannot be used to extend an expiration date**

**OMB 83-C**

Memo

To: Carolyn Lovett, Office of Management and Budget (OMB) Desk Officer

From: Carolyn Snowbarger, U.S. Department of Education

CC: Rene Islas, U.S. Department of Education

Date: December 2, 2004

Re: Request for OMB Approval of Call for Presenters, Teacher-to-Teacher Workshops Summer 2005, as Customer Satisfaction Survey per Customer Satisfaction Survey Master Plan (OMB # 1800-0011).

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## I. Summary

The Department of Education, through the Office of Elementary and Secondary Education, requests OMB approval of the attached Call for Presenters, Teacher-to-Teacher Workshops Summer 2005 survey pursuant to the Customer Satisfaction Survey Master Plan (OMB #1800-0011). This Survey will be used in a two-part process.

## II. Request for OMB Approval of "Call for Presenters, Teacher-to-Teacher Workshops Summer 2005" as Customer Satisfaction Survey per Customer Satisfaction Survey Master Plan (OMB # 1800-0011)

**A. Title of the Survey.** U.S. Department of Education Call for Presenters, Teacher-to-Teacher Workshops Summer 2005 Survey (attached)

**B. OMB Control Number.** 1800-0011

**C. Background and Survey Justification**. The Call for Presenters, Teacher-to-Teacher Workshops Summer 2005 survey will provide data to the Department of Education about educators that wish to present break-out sessions at the 2005 Teacher-to-Teacher Summer Workshops. Selection will follow a two-part process. Interested presenters complete the first part of the survey and if their applications are successful, the selection committee will directly contact respondents and request more information so that a final decision may be made.

The Teacher-to-Teacher Workshops are part of the Secretary's Teacher-to-Teacher Initiative that highlights real world examples of how teachers translate education research into practices that work in the classroom. By completing a request for proposals, the Department will best meet the tenants of the initiative by locating successful classroom teachers to inform their colleagues of these practices. Without this survey, the Department would not be able to have an open selection process and would have to hand-select presenters. Furthermore, both the Department of Education and the public would be impacted negatively if this survey were not completed, as potential successful, innovative teaching practices that occur in American classrooms would not be shared.

**D. Public Affected by the Survey**. The survey will be announced on the Department of Education's website and at events as well as through direct e-mail to our current e-mail list of teachers that have signed up to receive updates on Department events.

The second step of the selection process for Call for Presenters, Teacher-to-Teacher Workshops Summer 2005, will be to directly contact successful applicants and request two items: a video of their proposed presentation and its accompanying PowerPoint presentation. After completing the initial review, this information must be solicited in order to make a final judgment on the selection of presenter.

**E. Public Burden.**

| Survey Part | Number of Respondents | Minutes per Response to the Survey | Total Response Burden (hours) |
|---|---|---|---|
| Initial Survey (Please see attached) | 300 | 1 hour | 300 hours |
| Part 2: Video/PowerPoint | 60 | 3 hours | 180 hours |
| Total Burdon | | | 480 hours |

**F. Federal Costs for the Development, Administrative Work, and Data Analysis Associated with the Survey**. Department of Education personnel developed the survey. Federal costs associated with the development, administrative work, and data analyses are as follows:

| Phase | Position/Grade | Hourly Rate | Hours Worked | Federal Costs |
|---|---|---|---|---|
| Survey Development | GS-9 | 20.04 | 10 | 200.40 |
| Survey Administration via E-Mail (staff) | GS-7 | 16.38 | 1 | 16.38 |
| Data Analysis (Staff) | GS-9 | 20.04 | 10 | 200.40 |
| Data Analysis (Staff) | GS-12 | 29.06 | 5 | 145.30 |
| Decision Making, Part I of completed survey | GS-12 | 29.06 | 5 | 145.30 |
| Initial Analysis of Video/PowerPoint | GS-9 | 20.04 | 5 | 100.20 |
| Decision Making, Video/PowerPoint | GS-12 | 29.06 | 10 | 290.60 |
| Total Federal Costs | | | 46 | **$1098.58** |

Additional Costs for the collection of information, analysis and notification of potential presenters will be carried out by Westat. They will be paid a total fee of **$32,666.40** (as listed below).

**Contractor: Westat**, Estimates:

| | |
|---|---|
| **Direct Costs** | |
| **Total Salaried Labor (328 hours)** | **$8,977.60** |
| **Outside Consultants** | **$6,000.00** |
| **Other Direct Costs (ODCs)** | |
| Computing ($1 per labor hour) | $328.00 |
| Copying (3% of labor) | $269.33 |
| Supplies (1% of labor) | $89.78 |
| Materials | $1,000.00 |
| **Total ODCs** | **$1,687.10** |
| **Total Direct Costs** | **$16,664.70** |
| **Overhead** | |
| Salaried Labor @ 108.8% | $9,767.63 |
| **Total Overhead** | **$9,767.63** |
| **Total Direct Plus Overhead** | **$26,432.33** |
| G&A - Westat @ 15.5% | **$4,097.01** |
| **Total Cost** | **$30,529.34** |
| **Fee @ 7.0%** | **$2,137.05** |
| **Total Cost Plus Fee** | **$32,666.40** |

**G. Methodology and Design, Including Anticipated Response Rate**. The Call for Presenters, Teacher-to-Teacher Workshops Summer 2005 survey requests data so that this office may select presenters for summer workshops. Statistical data in the form of Student Achievement data is requested. The design follows a table format and requests the following information:

Information requested for selection criteria includes a workshop session description (150 words or less, including the content, the pedagogy, and any assessment strategies the presenter will include as well as the activities in which participants will engage), research that provides support, data that illustrates that this work has made a difference in student achievement, and categorization of target audience (using the following graph)

| | K-3 teachers | 4-6 teachers | Secondary Teachers | Administrators |
|---|---|---|---|---|
| Reading | | | | |
| Writing | | | | |
| Mathematics | | | | |
| Civics | | | | |
| History | | | | |
| Science | | | | |
| ELL | | | | |
| Using Data | | | | |
| Special Education | | | | |
| Implementing standards | | | | |
| Differentiated Instruction | | | | |
| Gifted/talented | | | | |
| Assessment strategies | | | | |
| Professional development | | | | |
| Policy | | | | |

Also, General and Contact Information are requested. This includes name of presenter, home and work mailing address (the home address is necessary because these educators may not have access to their school mail during summer vacation and will need to be contacted throughout the summer), phone number(s), email address, documentation that the educator meets NCLB Highly Qualified Teacher requirements, and a short biography.

Responses to the above information will be used to assess from which educators more information. We will contact successful potential presenters directly and request the video and PowerPoint presentation (for Burden see Section E).

The response rate to this survey should be at or near 3%, based on recommendations by participants in comparable surveys. Finalists will be notified by March 1, 2005.

**I. Requested Approval Date**: December 12, 2004

# Call for Presenters
# U.S. Department of Education
# Teacher-to-Teacher Workshops
# Summer 2005

The U.S. Department of Education's Teacher-to-Teacher Initiative needs presenters for its summer 2005 workshops on raising student achievement using research-based best practices. Needed are those who work directly with students (or their teachers) and those who are raising student achievement using research-based best practices. The Department wants to highlight educators who believe that all children can achieve at high levels and have the data that show they know how to make that happen. This is part of the mission of *No Child Left Behind (NCLB)*.

As you begin to craft your proposal, please keep the following in mind:

- We are looking for presenters who weave content and pedagogy together so that participants gain experience in subject matter content and pedagogy.
- We expect each presentation to include relevant research and appropriate assessment techniques.
- Sessions will be interactive and model techniques that are effective with adults.
- Each presentation is 90 minutes long.
- Though the workshop participants will generally be teachers, expect some principals and other educators in your audience.

In no more than 150 words, provide a session description, which includes:

- Content and pedagogy,
- Assessment strategies, and
- Participant activities embedded in the presentation.

Include research that supports your work.

Include data that shows your work has a made a difference in student achievement.

Check all boxes that are appropriate.

| | K-3 Teachers | Grades 4-6 Teachers | Secondary Teachers | Administrators |
|---|---|---|---|---|
| Reading | | . | | |
| Math | | | | |
| Writing | | | | |
| Science | | | | |
| Civics | | | | |
| History | | | | |
| English Language Learners | | | | |
| Special Education | | | | |
| Standards | | | | |
| Gifted and Talented | | | | |
| Using Data | | | | |
| Differentiated Instruction | | | | |
| Assessment | | | | |
| Professional Development | | | | |
| Policy/Organizational | | | | |