



**APPLICATION FOR SELECTION OF
CONTENT SPECIALIST COMMITTEE MEMBERS
State Academic Content Standards in
Financial Literacy**

August 27, 2024

The North Dakota Department of Public Instruction, Office of Academic Support (State), invites you to apply as a content specialist committee member to review and rewrite the North Dakota Financial Literacy Content Standards.

1. Program Summary

The State seeks qualified individuals to serve as writing committee members from North Dakota K-12 schools, districts, and higher educational institutions. The writing committee reviews, revises, and writes a new generation of Financial Literacy content standards.

<https://www.nd.gov/dpi/districtsschools/k-12-education-content-standards>.

The standards writing committee will study existing financial literacy standards, national standards, and standards from other states to create K-12 standards for developing the financial literacy of North Dakota learners. Upon completion, any committee recommendations and public comments will be reviewed and submitted for final approval by the state superintendent, per NDCC 15.1-02-04(3). If approved, the recommendations will result in adopting a new generation of academic standards that will guide local school districts in developing local curricula.

2. Definitions

State - North Dakota Department of Public Instruction, Office of Academic Support

APPLICANT - Licensed K-12 educator or authorized higher education faculty

NDCC - North Dakota Century Code

NDAC - North Dakota Administrative Code

3. Contact Information

Davonne Eldredge is the Point of Contact for this application process. Applicants must direct all communications regarding this Application for Selection to Ms. Eldredge. Unauthorized contact with other State employees regarding the application process may disqualify the Applicant.

Point of Contact: Davonne Eldredge, Assistant Director, Office of Academic Support

Phone: (701) 328-4525

Fax: (701) 328-0203

Email: deldredge@nd.gov

4. Application Schedule

The following schedule lists the estimated dates the State will follow.

Application for Selection Issued	August 27, 2024
Applications Due	September 17, 2024
Evaluation Completed (approx.)	September 24, 2024
State-issued Notification of Selection (approx.)	October 1, 2024
Start Date	October 15, 2024

5. Assistance to Applicant with a Disability

Applicants with disabilities who need accommodation should contact the Point of Contact before the deadline so that reasonable accommodations can be made.

6. Specifications

The State seeks approximately 15 Financial Literacy content specialists for content-specific standards review and revision from across K-12 schools and institutions of higher education that will be representative of communities and schools statewide by:

- approximating regions,
- demographics, and
- school size.

The committee may require the following representatives (depending on available applicants), allowing for variation as follows:

- Higher education
- Special education

The State will form grade-span groups for the content committee, consisting of comparable members representing the following levels:

- Elementary School
- Middle School
- High School

Members from institutions of higher education will participate in the high school strand.

7. Submission Information and Deadline for Receipt of Applications

Applicants must email **ONE (1) ELECTRONIC COPY** of Attachment A and the requested Letter of Support to Jane Gratz (see contact information below) by September 17, 2024. The State assumes no responsibility for delays caused by electronic delivery. Please submit your application before the deadline to ensure it is accepted. Late applications may not be accepted.

Jane Gratz, Office of Academic Support
Department of Public Instruction
Email: jmgratz@nd.gov

8. Description of Specific Tasks

Selected applicants will serve as content-specific committee members in the Financial Literacy standards writing committee for one of three grade spans (elementary, middle school, high school).

Applicants will be required to perform the following activities:

- Review the content and structure of the state's current financial literacy standards within other disciplines for appropriateness.
- Review Financial Literacy content standards from other states or associations for preferable content and structure.
- Examine and set design for the proper articulation, breadth of inclusion, depth of knowledge, structural design, presentation of sequence, and support documentation of content standards.
- Draft new or amending content standards language, delineating a clear degree of partial or substantial approach to standards revision.
- Participate in discussions, analysis, drafting activities, and any votes required to resolve group decision-making.
- Prepare multiple drafts leading to a final draft, incorporating public comments generated by draft documents to prepare a final supported document.
- Participate in any special preparation activities required.
- Draft support instructional narrative and appendices, as required.
- Document edits to current content standards.
- Review existing course codes.
- Assist with sharing the new content standards with North Dakota educators.

9. Location of Work

The work is to be performed and managed in Bismarck, ND. The State will determine locations by the time selections are announced. The Applicant must bring a laptop computer to expedite project activities and enhance participation.

10. Experience

To ensure application acceptance, applicants must meet the prior experience requirements listed below.

- a. Participation in previous state, district, or school-level standards/curriculum development, alignment, or implementation activities,
- b. Delivery of classroom-level, standards-based instruction to students, and
- c. Participation in team-centered professional development activities.

11. Professional Requirements

To be qualified for selection, Applicants must have and keep current any professional teaching licenses required by federal, state, and local laws at the time specified by the application submission deadline. An Application may only be accepted if it includes the necessary teacher license (K-12 educators) and a Letter of Support by the due date.

Faculty members within higher education institutions must demonstrate that they are recognized faculty members within the appropriate content-specific area, as evidenced by a letter of support from the department's dean or a lead administrator. An Applicant who does not possess the required letters of support (higher education) when applications are due will be rejected.

12. Submission Requirements

The State discourages overly lengthy applications; however, for the State to evaluate applications fairly and thoroughly, applicants must follow the format set out in this Application for Selection and provide all information requested.

Applicants must provide all documents, resumes, Letters of Support, or other information required explicitly in this Application for Selection, including:

- Cover letter.
- Completed Application Form, Attachment A. Additional pages or materials are not accepted.
- Current resume.
- Letter of Support (Part IV of Application).
 - Because the nature of this effort requires knowledgeable content specialists, the State seeks applications from qualified educators, validated by a letter of support from designated educational leaders, including any of the following:
 - a. superintendents or assistant superintendents,
 - b. principals or assistant principals,
 - c. special education directors,
 - d. school or district curriculum leaders,
 - e. school or district assessment directors,
 - f. school counselors,
 - g. higher education deans or department directors or
 - h. other educational leaders responsible for the supervision of instructional staff.
- Evidence that Applicant is a K-12 school-licensed North Dakota educator.
- Applicants from North Dakota higher education institutions must provide information that they are content-specialist faculty members within a recognized discipline providing financial literacy instruction.
- Applicants must specify the content area (e.g., Social Studies, Math, Business Education) on the application form.

13. Contract Dates

According to the Application and evaluation outcome requirements, Applicants selected will be contracted from October 15, 2024, through approximately May 1, 2025. Content specialists on the writing committee are expected to participate in each of the four two-day committee meetings, consisting of eight (8) days during the contract period. Contract dates are subject to change. Tentative meeting dates are as follows:

- October 15-16, 2024 (2 days)
- December 11-12, 2024 (2 days)
- March 10-11, 2024 (2 days)
- April 30-May 1, 2025 (2 days)

14. Contract Budget

The State will provide a professional fee of \$225 per day plus reimbursement for meals, mileage, and lodging (if applicable) at the North Dakota state rates for writing committee members. The State will also reimburse the district up to \$135 per day for substitute teachers, when applicable, to the school district upon receipt of a signed Expense Claim for Substitute Teacher form, SFN 58965, by a school official. To receive reimbursement, SFN 9007 Expense Claim for Non-department Employee must be submitted to the State with applicable receipts and a W-9 form for payment purposes.

15. General Approval Information

a. Application Evaluations

All applications will be reviewed to determine if they meet the requirements. An evaluation committee will evaluate responsive applications.

b. Notification of Selection

Committee selections will be based solely on the evaluation outcome of scores from the evaluation committee outlined in the Application for Selection.

The State reserves the right to adjust the size of the final committee membership to best serve the State's interests.

The Point of Contact for the Application will issue a written Notification of Selection and send copies of the Notice to all applicants who applied. The Notification of Selection will set out the names of all Applicants and identify those selected per the specifications in the Application for Selection. The scores and placement of the Applicant will not be part of the Notification of Selection.

c. Standard Contract Provisions

Applicants must notify the Point of Contact with questions or objections before the application due date.

16. Confidentiality

Applicants shall not use or disclose any information they receive from the State under the Contract that the State has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of the Contract or as authorized in advance by the State. The State shall not disclose any information it receives from Applicant that Applicant has previously identified as confidential. In its sole discretion, the State determines it is protected from mandatory public disclosure under a specific exception to the North Dakota public records law NDCC 44-04. The State and Applicant must maintain the confidentiality of information under this section that continues beyond the Contract term.

17. Independent Entity

Under the Contract, the applicant is an independent entity and is not employed by the State for any purpose, including the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the North Dakota Unemployment Compensation Law, and the North Dakota Workforce Safety and Insurance Act. The applicant retains sole and absolute discretion in the manner and means of carrying out the Applicant's activities and responsibilities under the Contract, except to the extent specified in the Contract.

18. Conflict of Interest

The applicant must disclose any instances where any individuals working on the contract have a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the State of North Dakota). The State reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation about the objectivity of the applicant's response. The State's determination regarding any questions of conflict of interest is final.

19. Compliance with Public Records Laws

Applicant understands that, per the Contract's Confidentiality clause (Section 16), the State must disclose to the public any records it receives from Applicant upon request. Applicant further understands that any documents obtained or generated by Applicant under the Contract, except for confidential records, may, under certain circumstances, be open to the public upon request under the North Dakota public records law. The applicant agrees to contact the State promptly upon receiving a request for information under the public records law and to comply with the State's instructions on responding to the request.

20. Right of Rejection

The State reserves the right to reject any application, in whole or in part. The State may only accept applications that meet all material and substantial terms, conditions, and performance requirements of the Application for Selection.

The Applicant may not qualify its response or restrict the state's rights. If an Applicant does so, the State may determine the application as a non-responsive counteroffer, which may be rejected.

The State may waive minor informalities that:

- do not affect responsiveness,
- are merely a matter of form or format,
- do not change the relative standing or otherwise prejudice other applicants,
- do not change the meaning or scope of the Application,
- are insignificant, negligible, or immaterial in nature,
- do not reflect a material change in the work or
- do not constitute a substantial reservation against a requirement or provision.

The State reserves the right to reject any application determined not to be responsive and to reject the application of an applicant determined not to be responsible. The State also reserves the right to refrain from agreeing if it is in its best interest.

21. Clarification of Offers

Communications by the Point of Contact for the Application or the evaluation committee are permitted with an Applicant to clarify uncertainties or eliminate confusion concerning the contents of an application and determine responsiveness to the Application for Selection. Clarifications may not result in a material or substantive change to the application. The initial evaluation may be adjusted because of clarification under this section.



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The Application Form must be completed in its entirety. Section III is limited to one page (8.5x11 with no smaller than 10-point font) per response. Additional pages other than those requested will not be accepted.

I. BACKGROUND INFORMATION – All Information MUST be Completed in this Section.

Name of Applicant: _____

Home Mailing Address: _____

Current School/District or Higher Education Institution: _____

School/District or Higher Education Institution Mailing Address:

Home/Cell Phone Number: _____

Home Email Address: _____

Work Phone Number: _____

Work Email Address: _____

II. PROFESSIONAL CONTENT AND STUDENT SUPPORT FOCUS

a. At what grade level(s) do you teach/support (check all that apply)?

- | | | |
|------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Grade 1 |
| <input type="checkbox"/> Grade 2 | <input type="checkbox"/> Grade 3 | <input type="checkbox"/> Grade 4 |
| <input type="checkbox"/> Grade 5 | <input type="checkbox"/> Grade 6 | <input type="checkbox"/> Grade 7 |
| <input type="checkbox"/> Grade 8 | <input type="checkbox"/> Grade 9 | <input type="checkbox"/> Grade 10 |
| <input type="checkbox"/> Grade 11 | <input type="checkbox"/> Grade 12 | <input type="checkbox"/> Higher Ed |

b. Which, if any, of the following specialty areas do you hold direct responsibility for student instructional support (check all that apply)?

- Special Education

c. Which, if any, of the following student demographic categories do you serve in your school (check all that apply)?

- | | | |
|---|--|--|
| <input type="checkbox"/> African/American | <input type="checkbox"/> Asian/Pacific | <input type="checkbox"/> Caucasian/White |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Native American | |

d. Which type of Title I school program applies to your school, if applicable?

- | | | |
|---|--|------------------------------|
| <input type="checkbox"/> Title I Schoolwide | <input type="checkbox"/> Title I Targeted Assistance | <input type="checkbox"/> N/A |
|---|--|------------------------------|

III. PROFESSIONAL REFLECTIONS. PLEASE PROVIDE BRIEF NARRATIVE RESPONSES TO THE FOLLOWING THREE (3) QUESTIONS. If necessary, responses to the three questions shall be at most one 8.5 x 11 page for each question. Additional pages or materials submitted will not be accepted.

1. Describe your participation in previous state, district, or school-level standards/ curriculum development, alignment, or implementation activities. Explain how this involvement helped form your understanding and practice of standards-based instruction.

2. Describe one specific instructional strategy you use to deliver classroom-level, standards-based instruction to students.

3. Describe the role(s) you have had in committee-based strategic planning. What strategies did you use when encountering team members with differing approaches or conflicting interests?

IV. SUPERVISOR'S LETTER OF SUPPORT

The State seeks assurances that every prospective Applicant demonstrates sufficient professional preparation and incorporates best-practice, standards-based instructional practices during student instruction. The State requests the independent validation of each Applicant's application with a letter of support from the Applicant's supervisor. Supervisors may include district superintendents, assistant superintendents, principals, assistant principals, special education directors, school or district curriculum leaders, school or district assessment directors, school counselors, higher education deans or department directors, or other educational leaders responsible for supervising instructional staff.

Letter of Support should provide brief statements validating the Applicant's engagement in any of the following attributes:

- a. Participation in previous state, district, or school-level standards/curriculum development or implementation activities,
- b. Delivery of classroom-level, standards-based instruction to students.
- c. Participation in team-centered professional development activities.

The State seeks brief, general, or targeted statements of support. Letters of Support must be included in the Applicant's application form and final submission.

APPLICATION REVIEW AND EVALUATION

A review committee will evaluate and score all applications to determine eligibility. The review will be based solely on the evaluation factors outlined in the Application for Selection. The review committee will consider information obtained after discussions with the Applicant that is determined to be reasonable for an award.