

*The Program Renewal Application shall be submitted annually by school administrative units (SAUs) that have an approved Initial Application.*

*All final applications and accompanying approval/non-approval letters and budgets will be posted on the Maine Department of Education's gifted and talented website.*

**DUE by: September 30, 2018**

**RETURN BY EMAIL TO:**  
<mailto:GT.DOE@maine.gov>

School administrative unit  
name:

Charlotte Elementary School

Name and title of person responsible for gifted and talented program:

Ann Luginbuhl,  
Teacher of Gifted  
and Talented

Phone number: 207-454-2668

Email address: [aluginbuhl@charlotteschool.net](mailto:aluginbuhl@charlotteschool.net)

**CERTIFICATION:**

The statements made herein are correct to the best of my knowledge and belief.

Kenneth Johnson  
Superintendent Name (printed)

  
Superintendent Signature

Date of Initial submission to Maine  
DOE:

9/19/18

Date of 1<sup>st</sup> Revision to Maine DOE:

\_\_\_\_\_

\_\_\_\_\_  
Superintendent  
Initials

Date of 2<sup>nd</sup> Revision to Maine DOE:

\_\_\_\_\_

\_\_\_\_\_  
Superintendent  
Initials

Date of 3<sup>rd</sup> Revision to Maine DOE:

\_\_\_\_\_

\_\_\_\_\_  
Superintendent  
Initials

FOR INFORMATION CONTACT: [GT.DOE@maine.gov](mailto:GT.DOE@maine.gov)

Reviewed By:

Maine DOE Approval:

Date of Approval:

\_\_\_\_\_  
*Jessie A. Allen*  
\_\_\_\_\_  
9/25/18  
\_\_\_\_\_

### Program Renewal Application

To maintain program approval status, a school administrative unit (SAU) must annually report any information that represents **Change** (i.e. an alteration, addition, or deletion) to any program category (Maine DOE Chapter 104.14, 1-9) from the reported and approved Initial Application (FY2015-16 or FY2016-17).

For detailed instructions on how to complete the Program Renewal Application, please refer to the Instructions document on the Gifted and Talented website <http://www.maine.gov/doe/gifted/programcomponents/forms/index.html>.

1. Provide any changes to the detailed description of the SAU's philosophy for both the gifted and talented academic and arts programs.

NO  
CHANGE

CHANGE

Describe CHANGE here:

- o Academic program philosophy -
  
  
  
  
  
- o Arts program philosophy -

2. Provide any changes to the program abstract for both the academic and arts programs - describe the children to be served and the program(s) to be implemented in the school(s) of the unit.

NO  
CHANGE

CHANGE

Describe CHANGE here:

- o Academic program abstract -
  
  
  
  
  
- o Arts program abstract -

3. Provide a detailed explanation of any changes to the two goals, objectives and activities for the K-12 gifted and talented academic program and two goals, objectives and activities for the K-12 gifted and talented arts program.

NO  
CHANGE

CHANGE

Describe CHANGE here:

- o Academics program goals, objectives, activities -
  
  - o Arts program goals, objectives, activities -  
At this time we have no art teacher. We are advertising and if we hire someone to teach art we will resume the GT visual art program.
4. Provide any changes to the description of the identification procedures for general intellectual ability, academic aptitude and artistic ability for each of the following program components: screening, selection and placement. Also, include any changes to the description of the handling of transfer students, exit procedure, appeals procedure and appropriate notifications.

NO  
CHANGE

CHANGE

Describe CHANGE here:

- o General intellectual ability identification -
  
- o Specific academic areas identification -
  
- o Arts identification -
  
- o Transfer students -
  
- o Exit procedures -

- o Appeals procedures -

5. Provide a description, including the name, of the staff development that takes place in order to implement the program(s).

NO CHANGE

CHANGE

Describe CHANGE here:

6. Provide a summary of the management structure including the roles and responsibilities of the professional and auxiliary staff listed below.

NO CHANGE

CHANGE

Describe CHANGE here:

A. Indicate ALL professional staff for the K-12 Gifted and Talented Program regardless of whether there has been a change or not.

Name of Staff	690 Endorsement Yes/No	Teacher or Administrator	Grade level	Indicate Full- or Part-Time in GT
Ann Luginbuhl	yes	teacher	K-8	Part time

B. Indicate ALL Auxiliary Staff: Educational Technician, regardless of whether there has been a change or not

Name of Staff	Role	690 Endorsement Yes/No	Grade level	Name and position of supervisor	Indicate Full- or Part-Time in GT

7. (a.) Indicate any changes to your Approved Initial application self- evaluation process.

NO CHANGE

CHANGE

Describe CHANGE here:

(b.) Provide a detailed description of the results/effectiveness of the annual program self-evaluation in the academic areas and in the arts regardless of whether or not there has been a change in the program. (Note: A summation statement on the effectiveness/success of the district's GT program in the academics as well as the arts will suffice.)

RtI Team monitor the test scores of all students. Identified students continue to demonstrate growth in areas in which they are identified. This growth is measured by use of standardized tests, student products, art show submissions and participation in regional music programs.

(c.) Include how program effectiveness was determined, whether or not there has been a change in the program.

Effectiveness is determined by close monitoring of all test scores, success in specialized programming, production of exceptional art works and qualification for and participation in regional art and music events.

8. Provide a justification/description of the items included in the proposed budget in number 9. *(Please remember that materials/supplies are to be used for gifted and talented only and are not part of the regular education budget. Field trips must take place during the school day and are for identified students only)*

Teacher of Gifted and Talented students is responsible for Screening, Identification and designing appropriate programming for students who have been identified.

9. For those school units requesting approval of *allowable program costs* for State subsidy, please complete the following budget information. Amounts budgeted for the SAUs Gifted and Talented Program must be reported in the NEO financial system as part of the Annual Budget Reporting.

*NOTE: To be approved as an allowable cost for the current school year, all personnel listed below must be appropriately certified/endorsed by the application deadline of September 30.*

**Professional Staff Costs**

Professional Staff Name	Elementary (salary with benefits)	Secondary (salary with benefits)
Ann Luginbuhl	\$11,344.52	
Subtotal		

**Auxiliary Staff Costs**

Auxiliary Staff Name	Elementary (salary with benefits)	Secondary (salary with benefits)
Subtotal		

**Independent Contractor Costs**

Independent Contractor Name	Area of expertise	Elementary (contract amount)	Secondary (contract amount)



<b>Subtotal</b>			

Please list individual product names and costs associated with the district's Gifted and Talented Program.

**A. Educational Materials and Supplies:**

<b>Elementary: Name of Material/ Supply</b>	<b>Cost</b>	<b>Secondary: Name of Material/ Supply</b>	<b>Cost</b>
Materials will be purchased through reg. budget			
<b>Subtotal</b>		<b>Subtotal</b>	

**B. Other allowable costs (i.e. field trips, student fees, membership):**

<b>Elementary: Item name</b>	<b>Cost</b>	<b>Secondary: Item name</b>	<b>Cost</b>

<b>Subtotal</b>		<b>Subtotal</b>	

**C. Student Tuition (i.e. regional programs/ computer programs, college courses in identified area):**

Elementary: Program name	Cost	Secondary: Program name	Cost
<b>Subtotal</b>		<b>Subtotal</b>	

**D. Staff Tuition/Professional Development:**

Elementary: Course/Workshop Title	Cost	Secondary: Course/Workshop Title	Cost
Professional Development costs will be born by reg. budget.			
<b>Subtotal</b>		<b>Subtotal</b>	

**E. Totals**

Subtotals from charts above	Elementary Costs:	Secondary Costs:
Professional Staff	11,344.52	
Auxiliary Staff		
Independent Contractors		
A. Materials/Supplies		
B. Other Allowable Costs		
C. Student Tuition		
D. Staff Tuition/PD		
<b>Total</b>	<b>11,344.52</b>	