***[FY24] October 1, 2023 – June 30, 2024 & [FY25] July 1, 2024 – September 30, 2024***

## ***Massachusetts Department of Elementary and Secondary Education FY2024***

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| **Name of Grant Program:**  Growing Literacy Equity Across Massachusetts (GLEAM), PreK-5 and 6-12 Continuation | **Fund Code:** 509 and 510 |

**GLEAM Fund Use Details**

This attachment provides full details about how GLEAM PreK-12 FY24 (thru June 30, 2024) and FY25 (July 1, 2024 – September 30, 2024) continuation funds may be used. Please note that there will be an additional continuation grant for FY25 (October 1, 2024 – June 30, 2025) and FY26 (July 1, 2025 – September 30, 2025).

This continuation grant will provide funding as well as hands-on support from Department specialists for recipients to continue implementing the activities listed under either Track 1 or Track 2. Following the grant period, recipients are expected to continue implementing the materials and practices initiated by this grant and will have access to ongoing customized assistance from DESE specialists, as needed.

Please read the rest of this document for details and see the attached budget workbook for specific funding limits and amounts.

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**Track 1: For FC509 and FC510 districts embarking on the evaluating and selecting process for implementing new high quality core curricular materials**

1. **[FY24] A process of evaluating and select high-quality core curricular materials for ELA/Literacy**. A representative team from the district/LEA will engage in a process of evaluating and selecting high-quality core curricular materials for ELA/Literacy, guided by Department specialists who will provide hands-on technical assistance. GLEAM funds will be used to stipend a team of educators and stakeholders to engage in this process. The expected time frame for the selection process is Fall 2023 through Spring 2024. This time frame includes time to pilot and/or field test materials. The preschool team will conduct a separate concurrent evaluating and selecting process utilizing the EEC Curriculum Rubric. This preschool team will attend a training on how to effectively utilize the rubric review process to evaluate and chosen curriculum.
2. **[FY24] Purchase of selected curricular materials.** Recipients will procure the selected high-quality curricular materials for all classrooms in all schools participating in the grant. For K-12, these curricular materials must be rated “meets” or “partially meets” on [CURATE](https://www.doe.mass.edu/instruction/curate/) and/or rated “Green” on [EdReports’](https://edreports.org/) Gateways 1 and 2. For preschool, the selected curricular materials must “meet” or “partially meet” expectations for quality according to EEC’s Curriculum Rubric review. The selected curricular materials must be high-quality as defined above. For digital materials, this grant will fund the purchase of student licenses for a minimum of 2 years and a maximum of 4 years. This grant will fund half the cost of procurement of ELA/Literacy curricular materials, including supplemental curricular materials for preschool only, with the other half paid by the applicant. Districts will need to submit an itemized quote for approval. This grant will cover 50% of the cost of the approved quote. Please use the Budget Workbook to calculate estimated costs for this purchase.
3. **[FY24 and FY25] Initial training for teachers and administrators to support skillful and culturally responsive implementation of the new curricular materials**. Provide professional development to all teachers and administrators working within the focus grade band at participating schools from the publisher of the selected curricular materials or another [PLPG-certified vendor](https://plpartnerguide.org/). DESE will provide guidance on selecting a qualified vendor and vendors will need to be approved by DESE. Professional development should commence sometime after the curriculum is purchased. This grant will fund the cost of the PD. Please use the Budget Workbook to calculate estimated costs.
4. **[FY24] [PreK-5 only] Purchase of high-quality screening assessment(s) designed to inform instruction in ELA/Literacy and professional development to utilize them**. With guidance from DESE specialists, recipients will select, purchase, and implement one or more assessments designed to inform instruction in ELA/Literacy. This grant will fund the assessment purchase as well as professional development from the publisher in order to implement the assessment and utilize the data for instructional decision-making, both prior to use and throughout the first year of use. For grades K-2, a screening assessment selected from the DESE-approved universal screening assessment list will be purchased if one is not already in place. For preschool, this screening assessment is expected to be integrated into the district’s broader screening process that includes the use of a developmental screener. Professional development should be offered by Fall 2023 at the latest, in order to begin implementing the assessment(s), and should continue through the school year to support the first year of implementation. For Preschool, professional development can and should support educators’ understanding of the use of data in early childhood education. Please use the Budget Workbook to calculate estimated costs.
5. **[FY24 and FY25] Professional development for Literacy Coaches or similar building-based Literacy Leaders in a collaborative support network, organized and sponsored by DESE.** Each participating school will designate a Literacy Leader to participate in regular professional development in a collaborative support network, organized and sponsored by DESE. This may be a Literacy Coach. The Literacy Leader is paid by the district; the collaborative professional development network is funded by this grant.
6. **[FY24 and FY25] Customized support from an expert Literacy consultant onsite periodically throughout the grant period, responsive to the needs of the school.** Each participating school will be matched with an expert literacy consultant who will provide ongoing support responsive to the needs of the school. The consultant can provide support including, but not limited to, (a) working with the GLEAM Leadership Team to develop and carry out an effective, job-embedded, and culturally responsive tier 1 core curriculum evaluation and selection plan; (b) working with teachers on data-based instructional decision-making; (c) working with the GLEAM Leadership Team and curriculum council to develop a curriculum launch and implementation plan by the end of summer 2024; (d) observing instruction and evidence of student learning in order to provide professional development to the Principal, ILT, and/or teachers, customized to the needs of the school; (e) building leadership capacity, preschool alignment, and sustainability. This grant will fund the consultants’ services. Recipients are expected to engage with and receive support from their consultant regularly for the entire grant program period.
7. **[FY24 and FY25] GLEAM Leadership Team stipends.** The GLEAM Leadership Team will work together to coordinate and enact the multi-year work of this initiative, across schools if applicable, and will also attend DESE-run conferences for GLEAM recipients. Stipends will support educators from each participating school who serve on the GLEAM Leadership Team, to cover:
   1. Time beyond contractual hours for evaluating and selecting high quality core curricular materials
   2. Travel costs and time beyond contractual hours, if applicable, to attend DESE-run conferences up to two times annually. Attendance of GLEAM Leadership Team members at GLEAM convenings is required. Convenings may be in person or virtual.
   3. Time beyond contractual hours to serve on the GLEAM Leadership Team
   4. Additional stipends available for preschool educators

Please use the Budget Workbook to calculate estimated costs.

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**Track 2: For FC509 and FC510 recipients who are embarking on a comprehensive literacy Needs Assessment and developing a literacy action plan.**

*GLEAM Grant continuation recipients in Track 2 may use GLEAM funds for the following activities.*

1. **[FY24] An expert ELA/Literacy consultant to evaluate the strengths and needs in the school/schools’ ELA/Literacy multi-tiered system of support and identify materials, assessments, and/or professional development that is needed.** Each participating school will be matched with an expert literacy consultant who will collaborate with school and district leaders and stakeholders to develop a comprehensive picture of the school/schools’ multi-tiered system of support for ELA/literacy and early childhood education, if applicable. The consultant will also support the recipient in identifying high-quality instructional materials, assessments, and/or professional development that can best fulfill identified needs in the multi-tiered system of support. The consultant will also support the recipient in planning a multi-year approach to acquiring and implementing new assessments, instructional materials, and/or professional development based on local context and needs. The needs assessment and planning process will commence in October 2023 and should be complete by April 2024 at the latest and will result in the development of a comprehensive literacy action plan.
2. **[FY24 and FY25] Purchase of instructional materials for use in Tier 2/3 interventions, assessment(s), and/or professional development, based upon the results of the needs assessment**.Recipients may begin purchasing the identified materials and/or professional development when the needs assessment and planning process is complete, as early as October 2023, as determined by local needs. Purchasing must be complete by August 2025. All specific materials selected will need to be approved by DESE specialists. For instructional materials or assessments that are purchased, the recipient must also purchase associated professional development for all teachers and administrators who are expected to utilize those materials or assessments. This grant will fund half the cost of procurement of instructional materials, with the other half paid by the applicant. The grant will fully fund the cost of assessments and/or professional development. Because purchase costs for materials and assessments cannot be accurately estimated until the needs assessment is complete, estimates guided by the Budget Workbook are acceptable for the grant application at this time, and budgets can be updated later when more accurate costs are determined.
3. **[FY24 and FY25] Customized support from an expert Literacy consultant onsite periodically throughout the grant period, responsive to the needs of the school.** Each participating school will be matched with an expert literacy consultant who will provide ongoing support responsive to the needs of the school. The consultant can provide support including, but not limited to, (a) working with the GLEAM Leadership Team to develop, carry out, and sustain a job-embedded, high-quality, and culturally responsive comprehensive literacy action plan based on the results of the Needs Assessment (b) working with teachers on data-based instructional decision-making; (c) working with administrators or Instructional Leadership Team (ILT) to build and implement MTSS Literacy Action Planning; (d) observing instruction and evidence of student learning in order to provide professional development to the Principal, ILT, and/or teachers customized to the needs of the school; (e) building leadership capacity, preschool alignment, and sustainability. This grant will fund the consultants’ services. Recipients are expected to engage with and receive support from their consultant regularly for the entire grant program period.Please use the Budget Workbook to calculate estimated costs.
4. **[FY24] [PreK-5 only] Purchase of high-quality screening assessment(s) designed to inform instruction in ELA/Literacy and professional development to utilize them**. With guidance from DESE specialists, recipients will select, purchase, and implement one or more assessments designed to inform instruction in ELA/Literacy. This grant will fund the assessment purchase as well as professional development from the publisher in order to implement the assessment and utilize the data for instructional decision-making, both prior to use and throughout the first year of use. For grades K-2, a screening assessment selected from the DESE-approved universal screening assessment list will be purchased if one is not already in place. For preschool, this screening assessment is expected to be integrated into the district’s broader screening process that includes the use of a developmental screener. Professional development should be offered by Fall 2023 at the latest, in order to begin implementing the assessment(s) and should continue through the school year to support the first year of implementation. For Preschool, professional development can and should support educators’ understanding of the use of data in early childhood education. Please use the Budget Workbook to calculate estimated costs.
5. **[FY24] [Preschool Only] A process of evaluating and select high-quality core curricular materials for ELA/Literacy**. The GLEAM Leadership Team should provide a forum to provide feedback and discussion on the strengths and barriers of different curricula and consider issues of alignment across early childhood classrooms within the community. The team will engage in a process of evaluating curricular materials utilizing the EEC Curriculum Rubric for the classrooms participating in the grant. The Leadership Team will convene a Curriculum Rubric Review team consisting of leadership, coaches and educators to attend a training on how to effectively utilize the rubric review process to evaluate a chosen curriculum. The training will include an overview of the Curriculum Rubric Foundation document and information on how to score the selected curriculum. The Curriculum Rubric Review team will make recommendations for the selection of high-quality core curricular materials for ELA/literacy within the classrooms participating in GLEAM. The Leadership Team should also determine a plan to support effective and consistent use of high quality and aligned curriculum, establish a Stipends are available for this work.
6. **[FY24] [Preschool Only] Purchase of selected curricular materials.** Recipients will procure the selected high-quality curricular materials for all classrooms in all schools participating in the grant. The selected curricular materials must “meet” or “partially meet” expectations for quality according to EEC’s Curriculum Rubric review. The selected curricular materials must be high-quality as defined above. For digital materials, this grant will fund the purchase of student licenses for a minimum of 2 years and a maximum of 4 years. This grant will fund half the cost of procurement of ELA/Literacy curricular materials, including supplemental curricular materials for preschool only, with the other half paid by the applicant. Districts will need to submit an itemized quote for approval. This grant will cover 50% of the cost of the approved quote. Please use the Budget Workbook to calculate estimated costs for this purchase.
7. **[FY24] [Preschool Only] Initial publisher (or other vendor) training for teachers and administrators to support skillful and culturally responsive implementation of the new curricular materials**. Provide professional development to all teachers and administrators working within the focus grade band at participating schools from the publisher of the selected curricular materials or another highly qualified vendor. DESE will provide guidance on selecting a qualified vendor and vendors will need to be approved by DESE. Professional development should commence sometime after the curriculum is purchased. This grant will fund the cost of the PD. Please use the Budget Workbook to calculate estimated costs.
8. **[FY24 and FY25] Professional development for Literacy Coaches or similar building-based Literacy Leaders in a collaborative support network, organized and sponsored by DESE.** Each participating school will designate a Literacy Leader to participate in regular professional development in a collaborative support network, organized and sponsored by DESE. This may be a Literacy Coach. The Literacy Leader is paid by the district; the collaborative professional development network is funded by this grant. Building-based Literacy Leaders are expected to participate in regular meetings of this collaborative support network for the entire grant program period. The expected cost for participation in the Network is $1,500 per school.
9. **[FY24 and FY25] GLEAM Leadership Team stipends.** The GLEAM Leadership Team will work together to coordinate and enact the multi-year work of this initiative, across schools if applicable, and will also attend DESE-run conferences for GLEAM recipients. Stipends will support educators from each participating school who serve on the GLEAM Leadership Team, to cover:
   1. travel costs and time beyond contractual hours, if applicable, to attend DESE-run conferences up to two times annually. These are required for the GLEAM Leadership Team to attend. Convenings may be in-person or virtual.
   2. time beyond contractual hours to serve on the GLEAM Leadership Team
   3. Additional stipends available for preschool educators

Please use the Budget Workbook to calculate estimated costs.