## ***Massachusetts Department of Elementary and Secondary Education FY2022***

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

**GLEAM Fund Use Details**

This attachment provides full details about how GLEAM K-5 and 6-12 funds may be used.

Two tracks of activities are available. This grant will provide funding as well as hands-on support from Department specialists for two to three years for recipients to accomplish 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.

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**Track 1: For applicants focused on the K-5 grade band or 6-12 grade band, and without high-quality core curricular materials in place. This track strengthens the Tier 1 core Literacy learning experience offered to all students.**

“High quality core curricular materials” is defined as: comprehensive curricular materials for ELA/Literacy that are rated “meets expectations” or “partially meets expectations” overall based upon a [CURATE](https://www.doe.mass.edu/instruction/curate/) review. If a CURATE review is not available, materials must be rated “all-green” on [EdReports’](https://edreports.org/) Gateway 1 and Gateway 2 to meet the definition of “high-quality.”

*Grant recipients in Track 1 may use GLEAM funds for the following activities.*

1. **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 2021 through Spring 2022. This time frame includes time to pilot and/or field test materials. Costs should be between $1,000 - $2,500 per participating school for stipends. Recipients may skip over the "selection process” part of this grant if they can demonstrate that a thorough materials selection process has already been conducted and high-quality materials have already been selected.
2. **Purchase of the 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 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, with the other half paid by the applicant. The expectedtime frame to make the purchase is sometime between October 2022 and June 2023. Please use the Budget Workbook to calculate estimated costs for this purchase.
3. **Professional development 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 may be as early as October 2022 or as late as August 2023. Curriculum-specific professional development should be completed by June 2024 at the latest. The expected amount of curriculum-specific professional development is approximately 3 full days and an additional half-day each month for the first year of implementation. This grant will fund the cost of the PD. Please use the Budget Workbook to calculate estimated costs.
4. **[K-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](https://www.doe.mass.edu/instruction/screening-assessments.html) list will be purchased if one is not already in place. The expected time frame to select and purchase an assessment is July-August 2021 for K-5 recipients. Professional development should be offered by September 2021 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. Please use the Budget Workbook to calculate estimated costs.
5. **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. Please use the Budget Workbook to calculate estimated costs.
6. **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 teachers on data-based instructional decision-making; (b) working with administrators or Instructional Leadership Team (ILT) to build and implement MTSS schedules and routines; (c) 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. 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.
7. **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. Up to $1000 annually per teacher may be budgeted under “stipends” for up to two teachers 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 three 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, e.g., school or district team meetings.

Please use the Budget Workbook to calculate estimated costs.

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**Track 2: For applicants focused on the K-5 grade band with high-quality core curricular materials in place, OR, any applicant focused on the 6-12 grade band. This track strengthens Literacy support for students across all three Tiers of instruction.**

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

1. **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. 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. For grades K-2, a screening assessment from the [DESE-approved universal screening assessment](https://www.doe.mass.edu/instruction/screening-assessments.html) list will be selected if one is not already in place. 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 Summer 2021 and should be complete by April 2022 at the latest. Please use the Budget Workbook to calculate estimated costs.
2. **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 2021, as determined by local needs. Purchasing must be complete by June 2023. 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 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. Please use the Budget Workbook to calculate estimated costs.
3. **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. Please use the Budget Workbook to calculate estimated costs.
4. **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 teachers on data-based instructional decision-making; (b) working with administrators or Instructional Leadership Team (ILT) to build and implement MTSS schedules and routines; (c) 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. 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.
5. **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. Up to $1000 annually per teacher may be budgeted under “stipends” for up to two teachers 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 three 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, e.g., school or district team meetings.

*Applicants with high quality core curricular materials already in place but in need of professional development to support the skillful implementation of those materials should apply for Track 2. Funding will be made available to those particular recipients for this curricular-focused Tier 1 core professional development during the first 1-2 years of the grant funding period. After that time, districts in this particular situation will be able to select, purchase, and implement Tiers 2 and 3 materials, assessments, and/or professional development, as needed.*

Please use the Budget Workbook to calculate estimated costs.