## ***Massachusetts Department of Elementary and Secondary Education FY2023***

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| **Name of Grant Program:**  High Quality Instructional Materials (HQIM) Implementation Support Grant | **Fund Code:** 185 |

**Fund Use Details**

This attachment provides full details about how FY23 HQIM Implementation Support Grant funds may be used. This competitive grant will provide funding as well as hands-on support from Department specialists and vendors for recipients to skillfully implement recently purchased high-quality curricular materials. 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.

High quality core curricular materials” is defined as: comprehensive curricular materials 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:

* ELA/Literacy: rated “Green” on [EdReports’](https://edreports.org/) Gateways 1 and 2;
* Math/Science: rated “Green” on [EdReports’](https://edreports.org/) Gateway 1 and “Green” or “Yellow” on Gateway 2;
* Digital Literacy and Computer Science (DLCS): rated as “comprehensive curricular materials” with alignment to college-and-career-ready learning standards on the [DLCS Curriculum Guide](https://www.doe.mass.edu/stem/dlcs/curriculum-guide.pdf?v=7/21/2022%2012:55:56%20PM).

LEAs awarded a FY23 HQIM Implementation Support Grant may utilize funds for:

1. **Stipends to support the Curriculum Implementation Leadership Team.** Each district will convene a Curriculum Implementation Leadership Team to spearhead the work of implementing new high quality curricular materials in all participating schools. The Implementation Leadership Team will work closely with DESE specialists and an expert curriculum consultant to develop, enact, and monitor the formal curriculum implementation plan across all participating schools. The Curriculum Implementation Leadership Team should include, at a minimum:
   1. One district-level leader
   2. One school-level administrator at each participating school
   3. At least one teacher from each participating school and grade band

Districts are encouraged to invite additional individuals to join the team.The team should be diverse in role and should well-represent all student groups. Depending on district size, there will be $20,000 - $60,000 available for stipends for the Curriculum Implementation Leadership Team. These stipends will cover the cost of time, beyond contractual hours, to effectively complete grant activities. Please use the Budget Workbook to calculate estimated costs.

1. **Educator Stipends, Staffing, and/or Substitutes.** Beyond the Curriculum Implementation Leadership Team, this grant will fund educators’ time, via stipends, hiring and/or substitute coverage, to participate in the grant activities, including any time beyond contractual hours to participate in professional development on evidence-based, inclusive, and culturally responsive implementation of new curricular materials. Depending on district size, there will be $10,000 - $100,000 available for this line item. Please use the Budget Workbook to calculate estimated costs.
2. **Professional development for teachers, coaches, and administrators to support skillful and culturally responsive implementation of the new curricular materials**. Provide professional development to all teachers, coaches and administrators working within the focus grade band and content area 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 Landscape Analysis and comprehensive Implementation Plan are completed by August 31, 2024. Prior to June 30, 2023, the expected amount of curriculum-specific professional development is approximately $20,000 for each PD site. The number of sites cannot exceed the number of schools participating in the grant. Additional professional development funds will be available in FY24. This grant will fund the cost of the PD. Please use the Budget Workbook to calculate estimated costs.
3. **Collaborative Partnerships with Educator Preparation Programs.** In order to support current student teachers and the future workforce, this grant will fund the cost of a collaborative partnership between a district and an educator preparation program. This partnership will support future educators in building their curriculum literacy and will provide them the professional development, resources, and materials necessary to learn how skillfully implement the district’s curriculum materials while they are still in their education preparation program.
4. **One-time expenditures to support implementation.** Districts will be able to purchase one-time expenditures to support curriculum implementation. This may include the cost of printing materials, the cost of material storage, etc. Specific purchases will be different in each district depending on local context and curricular materials. All purchases must be pre-approved by DESE before they are made. Failure to acquire proper pre-approval will result in return of funds to DESE.
5. **[No-cost to districts] Customized Support from an Expert Consultant**. Upon award, districts will be matched with a DESE-funded expert curriculum consultant who will provide customized support to the district and schools by collaboratively supporting the following grant activities:
   1. Completion of a landscape analysis
   2. Development of a comprehensive implementation plan
   3. Leadership coaching for the Curriculum Implementation Leadership Team

The consultant will provide ongoing support throughout the duration of the grant period. The details of the customized support will be determined at the district-level and may include (a) working with the Implementation Leadership Team to develop and carry out an effective, job-embedded, and culturally responsive tier 1 core instructional materials implementation plan; (b) working with teachers on data-based instructional decision-making; (c) working with administrators or Instructional Leadership Team (ILT) to build and implement MTSS schedules and routines; (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 and sustainability. This customized support comes at no cost to the districts. Districts will not see this customized support on the budget workbook.

1. **[No-cost to districts] Evaluation of Implementation from an Evaluator.** In conjunction with the Curriculum Consultant, a DESE-funded expert evaluator will provide regular, formative feedback on districts’ goals for implementation, the quality and effectiveness of the curriculum implementation plan; the evaluator will also provide recommendations for pivots and adjustments. This evaluator is intended to support district growth and evaluate the grant program overall. The evaluator will not evaluate specific districts, schools, or curricular programs. The expert evaluator comes at no cost to the districts. Districts will not see this on the budget workbook.