Office of Literacy
Angela Sangeorge, Director

School Literacy Consultant Project (FY08)

SCHOOL LITERACY CONSULTANT (SLC) PROJECT
A School Literacy Consultant is a school-embedded literacy content expert who provides professional development and coaching to classroom teachers across the curriculum in support of their students' reading and writing development. In support of this work, the Ohio Department of Education's Office of Literacy provides funds to assist targeted schools in hiring School Literacy Consultants.

The following guidelines outline allowable expenses for Literacy Improvement Grant (LIG) funds and GEAR UP funds:

- Salary and benefits for a full-time SLC
  - *Half-time SLC for GEAR UP (unless otherwise indicated)*
- Allowable travel expenses accrued by the SLC for job related responsibilities
- Supplies and equipment directly related to, and required in order to carry out, the roles and responsibilities of the SLC

Funds can <u>not</u> be used for:

- Capital Outlay for remodeling/renovating existing space or acquiring new space
- District financial services or district administrative costs
- Out of state air travel, hotel, meals, or other expenses incurred while traveling outside Ohio (except as required by the Office of Literacy)
- Furniture or room accessories such as tables, desks, filing cabinets, pillows, rugs, etc
- Stipends or substitute expenses for teachers while attending professional development

Note: anything beyond the limits of these guidelines must be addressed with the Office of Literacy prior to encumbering the funds.

<u>Application Guidance</u>

In order to confirm district agreement to the School Literacy Consultant assurances and award amounts, the district must complete the following CCIP tasks:

1. Read the School Literacy Consultant assurances document in the CCIP Doc Library (These are the same assurances emailed to Superintendents with the award letter).
2. Insert a building level action step in the CCIP Planning Tool, for each participating building, which incorporates the role and/or work of the School Literacy Consultant. We strongly recommend your use of the following action steps.
   a. Identify and employ a full-time School Literacy Consultant
      i. *Half-time SLC for GEAR UP (unless otherwise indicated)*
   b. Building staff will utilize state-sponsored School Literacy Consultant professional development products, programs and services
   c. Monitor School Literacy Consultant program assurances to ensure fidelity to implementation
3. Submit an appropriate budget, through the appropriate application in the CCIP, approved by the superintendent in a timely manner.

Upon completion of all tasks outlined above, the Office of Literacy will review for approval. Once approved, the initial 10% of funds will be disbursed for district use. All subsequent payments will only be disbursed through submission of a Project Cash Request (PCR) through CCIP.

Office of Literacy
Angela Sangeorge, Director

School Literacy Consultant Project (FY08)

Important Fiscal Information and Deadlines

- There is no carry-over of funds from FY08 to FY09
- All FY08 (current school year) grant funds must be encumbered (obligated) by June 30, 2008
- All budget revisions must be submitted by June 20, 2008 to allow for approval of revisions
- The FY08 CCIP will close on June 30, 2008 and will not be available to districts for revisions beyond that date
- All FY08 Grant funds must be liquidated within 90 days of the end of the fiscal year, no later than September 30, 2008
- End of Fiscal Year Deadlines for PCRs
    - Due to the operating needs at the end of the fiscal year, the state's accounting system will be temporarily closed. To ensure payment before June 30th, the PCR must be in "ODE Grants Management Approved" status by June 13th. Any request not in "ODE Grants Management Approved" status by June 13 will not be processed for payment until after July 1. As a reminder all PCRs must be compliant with cash management standards. Districts should contact the Office of Grants Management with any questions.