FY23 Ohio HSTW Grant Expenditure Guidelines

Ohio High Schools That Work/Making Middle Grades Work

The purpose of these guidelines are to: (1) describe expectations and responsibilities of OH HSTW/MMGW schools to assist in raising student achievement and (2) identify how HSTW grants can provide some funding to meet those responsibilities.

HSTW/MMGW is about raising student achievement. It is a framework to assist schools in improving academic and career-technical instruction, as well as student performance. Schools are encouraged to use their grant to support the concepts, 10 Key Practices, and deliverables of High Schools That Work.

We believe changing the behavior of the adults in the school is key to impacting the performance of the students. District, building and teacher-based teams are key elements of the structure for identifying the needs and implementing strategies to improve instruction and performance. Regional HSTW Coaches bring expertise and resources to the schools to support change using research and data. Every school should use a school action plan as a road map for improvement and success.

Schoolwide commitment to the Key Practices, the school Review Process, a written school Action Plan, and interpretation of data will drive educational change in the school. Data sources include local report card, student and teacher survey results and Ohio assessment measures. The HSTW grant expects your school action plan to measure progress of continuous improvement annually.

We encourage you to use the Ohio HSTW Grant to support continuous school improvement.

FY23 Ohio HSTW Expanded Grant Expenditure Guidelines

Commitments	Actions/Support
1. All schools submit signed and dated Grant Assurances to OHIO HSTW/MMGW Regional and State Offices. Schools commit to apply the Key Practices and concepts, strategies and beliefs that will guide school improvement and student success.	★ Complete no later than Sept 30 each year and submit to your Regional Coordinator

2. Schools are expected to participate in OH HSTW regional and state professional opportunities as often as possible. These opportunities include: ● Ohio School Improvement Institute ● Register at: www.ohiohstw.org ● Regional re-connects and showcases. ● New leaders' regional orientation ● Focused regional and district professional development that connects to HSTW/MMGW. ● Joint professional opportunities with other Ohio education agencies. ● Attendance at the SREB annual national conference is highly encouraged ● collaborate with regional coaches to construct focused PD $ The OHIO HSTW grant's intent is to support participation in OHIO HSTW/MMGW professional development opportunities.	★ See updated region professional development calendar and check online for updates throughout the year at our website: www.ohiohstw.org ★ Schools encouraged to attend state or regional Professional Development series. ★ Schools will collaborate with OHIO HSTW/MMGW Regional coach to construct focused PD
3. Every school is strongly encouraged to participate in the SREB HSTW/MMGW Student and Teacher Survey which occurs every other school year. The district may use the funds from the Ohio HSTW grant to purchase access to the SREB Student and Teacher Survey for each member school. The survey cost is $500 per member school. The next survey is scheduled to take place during the 23-24 school year. **Administer the SREB HSTW/MMGW Student and Teacher Survey.** Include 60 randomly selected seniors for HSTW Survey and 60 randomly selected eighth graders for MMGW survey. All teachers should participate in the survey. Prepare for and administer the OHIO HSTW/MMGW Survey. $ OHIO HSTW grant's intent is to support the OHIO HSTW/MMGW Survey administration and analysis of results.	★ Administer with the directions and guidance of the regional office and coach. ★ Work with your OHIO HSTW/MMGW Regional office and coach to interpret the survey results in relation to the achievement data and connect to the district action plan or SRP (School Review Process) plan if applicable.
4. Consider Organizing and completing a School Review Process Visit (SRP) which is recommended on a 5-year rotation. When scheduled you must meet all expectations for preparation and completing the SRP report. Work with your OHIO HSTW/MMGW Regional Coach to prepare for the SRP and to assist in your final written plan. $ OHIO HSTW grant's intent is to support the SRP school visit, the professional time spent to complete and the development of the final report.	★ When scheduled, meet the deadlines identified in the SRP guide. Contact the regional office for the most updated guide. ★ Scheduled SRP schools will be supported by the OHIO HSTW Office and your regional coach.
Commitments	**Actions/Support**
5. Provide evidence the school utilizes comprehensive data as part of the implementation of OHIO HSTW/MMGW. Use the Ohio Local Report Card data and One Plan data and possibly the SRP data to write the Action Plan.	★ Annually update building data and action plans. ★ Work with HSTW/MMGW regional coaches to update the action plan. ★ SRP reports (If applicable)

6. Complete requested reports to Regional and State OHIO HSTW offices by the established deadline.	★ Annual Ohio Questionnaire ★ State and regional reports requested ★ Other requested documents
7. Appoint an OHIO HSTW/MMGW Site Coordinator to assist with the planning and implementation of the OHIO HSTW/MMGW school improvement model. $ **OHIO HSTW grant's intent is to support the professional position of the school Coordinator, funds are allowed to be used to pay this position according to district policy.**	★ Provide name of the OHIO HSTW/MMGW site coordinator and contact information to the regional office ★ Site Coordinator (SC) participation on Site Coordinators Network and regional professional development
8. Organize and maintain an active OHIO HSTW/MMGW Leadership Team (BLT) to provide overall direction for the OHIO HSTW/MMGW school improvement model. $ **OHIO HSTW grant's intent is to support leadership with resources to successfully complete their task.**	★ Involve regional coach in BLT ★ Identify rosters of leadership team and scheduled meetings with regional coach
9. Organize and maintain active Teacher Based Teams (TBT) or Focus Teams to support school implementation of the OHIO HSTW/MMGW model and essential components**.** $ **OHIO HSTW grant's intent is to support Focus Teams and/or Teacher Based Teams with resources to accomplish their objectives.**	★ Work with regional staff ★ List titles and rosters of Focused Teams and scheduled meetings with regional coach
10. Provide aligned professional development for staff to support the OHIO HSTW/MMGW. Create a Professional Development Plan that aligns the school improvement plan and OHIO HSTW/MMGW. $ **OHIO HSTW grant's intent is to support the SRP action plan for professional development.**	★ Create your building professional calendar. Connect HSTW/MMGW PD to district/building One Plan. ★ Network with other HSTW/MMGW schools and share best practices.
11. Complete the grant in the Comprehensive Continuous Improvement Plan (CCIP). Connect OHIO HSTW/MMGW to the school improvement plan. **This OHIO HSTW Grant must be completed to give the school district access to the Ohio funds.**	★ Grant funds are accessible upon completion of necessary information in CCIP. Date of approval is important to fund availability.
12. OHIO HSTW/MMGW Grant match. OHIO HSTW/MMGW recommends that the district support OHIO HSTW/MMGW implementation with an identified amount of district funds to complement the state grant award. $ **OHIO HSTW grant's intent is to support implementation of OHIO HSTW/MMGW.**	★ The OHIO HSTW grant is limited funds. A commitment of district/building support has a tremendous impact on available resources.

13. Follow ODE guidelines for all expenditure of funds and allocate funding throughout the year for allowable *OHIO HSTW/MMGW* expenditures. The closing date for the grant is June 30, and the Final Expense Report (FER) must be submitted within 60 work days of the close of the grant. Submit the FER to the Ohio Department of Education **Allowable costs:** • Direct teacher/administrator costs for professional development (i.e., substitutes, stipends, registration, travel, lodging, **food**, miscellaneous) for *OHIO HSTW/MMGW* activities. Pre-pay whenever possible. Food can only be purchased as part of supporting PD, professional meetings, or for students that participate in Surveys and or other activities specific to *OHIO HSTW/MMGW*. • Instructional materials and resources needed to implement *OHIO HSTW/MMGW* goals, key conditions, and key practices. • Costs for on-school professional development aligned to *OHIO HSTW/MMGW* school Action Plan. SPEND MONEY. • Costs related to the SRP and *OHIO HSTW/MMGW* Survey. SPEND MONEY • Consulting fee for in-school coaching services. Coaching services are designed to develop local capacity to sustain implementation of *OHIO HSTW/MMGW* key practices and to raise student achievement. • Purchase the SREB Student and Teacher Survey to administrator all participating schools. (once every two years) $500/per school. **Unallowable costs: DO NOT CHARGE FOR:** ★ *Purchase of equipment including computers or computer software ★ Develop and/or print materials such as brochures, catalogs, videos or posters ★ Tuition at educational institutions ★ Purchase of public relations materials such as cups, t-shirts, and other novelty items. ★ Rewards for students or teachers. ★ Gift cards. ★ Food that is not connected to *OHIO HSTW* purpose or event. ★ Text books, books for the library or software	★ Complete Budget as part of the CCIP *OHIO HSTW* Application ★ Review the Ohio HSTW Grant Expenditure Guideline document and complete with the required Treasurer's signature and other requested signatures. ★ Upload a signed document into the CCIP Grant application page. ★ Make budget revisions throughout the year to assure the funds are used for the most appropriate application. ★ Spend the money. DO NOT wait until the end of the year. Request the funds in time to pay bills. Pre-pay whenever possible. ★ Submit final FER. We suggest doing this quarterly as well. ★ Deadline for final FER is September 30, 2023.

District Representative Date:

_____ _____

District Treasurer: Date:

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