

State Personnel Development Grant School Cohort Teams Budget Guidance 2016-2017

To all SPDG school cohort grant recipients:

Use the template **PI-2101-B (Rev 6-16)** to submit your 2016-2017 budget to DPI by **August 1, 2016**. Budgets must be submitted to judy.sullivan@dpi.wi.gov (cc: debra.ahrens@dpi.wi.gov) and approved by the SPDG Project Director before DPI can award 2016-2017 grant funds. **No budgets will be approved without a completed action plan submitted on the Virtual Community portal (goals, strategies and implementation steps).**

Currently, the annual SPDG school cohort event is planned for **October, 2017**, therefore, expenses for this event should not be included in your 2016-2017 budget. More information about this final celebration for grant participants will be included in the [SPDG School Cohort Guidance Document](#) which will be sent to schools/districts in August 2016.

Important information related to SPDG school cohort budgets:

Each school receiving funds through the *Focus on PLCs* grant project will be awarded a base of **\$16,000** for the 2016-2017 academic year. Funding is intended to allow schools to plan **personalized professional development** for the school/district that supports:

- Funding for leadership teams to meet with their PLC Coach monthly, September- May (*no meeting in December*), and any additional coached meetings as part of the differentiated coaching plan developed in May 2016.
- A minimum of \$50 per team member for supplies that may include a purchase of books or articles that are related to the grant goals for this year.
- Scaling up and sustainability of the PLC framework both school and district wide
- Implementation of evidence-based strategies in reading or math included in the 2016-2017 action plan
- Continuing support for development of school-based assessments (formative assessments, common formative assessments, benchmark assessments) as necessary steps in providing support for learning that is timely, directive, and systematic.
- Implementation of family engagement strategies that are part of the school action plan.

An additional \$4000 is available, for a total grant award of \$20,000, to support a team of educators and family members of students with IEPs to attend the **Leading by Convening: Developing Family Partnerships** series in Fall/Winter 2016/2017. To ensure that the award includes the additional monies, attendance at the series must be clearly identified within the school action plan and in the budget.

Schools are encouraged to plan cooperatively when considering professional development as a purchased service. An individual school may be able to access quality training, which would otherwise be cost prohibitive, when combining resources.

Special notes:

The US Department of Education has updated and provided additional guidance to their Education Department General Administrative Regulations (EDGAR). One way these changes may affect your budget is in the area of food purchases.

- Federal grant funds cannot be used to purchase food except in a narrowly defined set of circumstances. One example of an acceptable food purchase would be following a school district's policy on per diem travel expenses. For SPDG funds to be used in this manner would require that a district have a policy in place for per diem travel expenses. The travel would need to be related to the grant objectives.
- From Memorandum To Ed Grantees Regarding The Use Of Grant Funds For Conferences And Meetings *"A grantee hosting a meeting or conference may not use grant funds to pay for food for conference [meeting] attendees unless doing so is necessary to accomplish legitimate meeting or conference business."*
- Any use of grant funds to purchase food, snacks, or beverages will need to include a justification for the expense in the space provided under "Non-Capital Objects Summary" on the budget form **PI-2101-B (Rev 6-16)**. It is acceptable to use this text:
 - *A working lunch is needed to ensure the full participation by attendees in essential discussions concerning the purpose of the meeting and to achieve the goals and objectives of the project."*

If you have any questions, please contact Debra Ahrens at debra.ahrens@dpi.wi.gov or (608) 266-7987.

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