Implementation DASHBOARD

Budget and Materials Replenishment Checklist

Budget and Materials Replenishment Checklist

Purpose: This checklist is intended to ensure that system and school leaders have budgeted for and procured all materials that need to be replenished each school year and at regular intervals throughout implementation.

School System Leader Checklist

Budgeting

- ☐ Review current-year spending on HQIM, coaching, and professional learning.
- ☐ Verify available funding sources (local funds, Title funds, state grants, ESSA, curriculum funds, etc.) and confirm that funding sources align with allowable uses.
- ☐ Estimate recurring HQIM replenishment costs (consumables, licenses, replacement texts, manipulatives).
- ☐ Estimate costs for any external professional learning providers, coaching partners, and implementation support organizations.
- ☐ Determine which costs (professional learning, materials, staffing, etc.) are covered by system-wide funding versus individual school budgets.
- ☐ Allocate system-wide budget sufficient to support implementation and replenishment needs.

Materials and Professional Learning Needs

- ☐ Solicit material replenishment lists from school leaders for any materials purchased at the system level
- ☐ Identify new materials required for new teachers, classrooms, or schools
- ☐ Determine system-wide professional development needs, taking into account
  - ☐ Initial implementation content for new teachers and leaders
  - ☐ Ongoing implementation content for teachers and leaders experienced with the HQIM

Expectation Setting

- ☐ Establish expectations for school-level budgets for materials and professional learning
- ☐ Communicate budget timelines, submission requirements, and allowable expenditures to school leaders
- ☐ Confirm procurement timelines will allow materials to arrive before implementation begins

School Leader Checklist

Budget

- ☐ Verify available funding sources (local funds, Title funds, state grants, ESSA, curriculum funds, etc.) and confirm that funding sources align with allowable uses.
- ☐ Estimate recurring HQIM replenishment costs (consumables, licenses, replacement texts, manipulatives).
- ☐ Estimate costs for any external professional learning providers, coaching partners, and implementation support organizations.
- ☐ Confirm which costs (professional learning, materials, staffing, etc.) are funded from school budgets
- ☐ Allocate school budget sufficient to support implementation and replenishment needs.

Materials and Professional Learning

- ☐ Determine the number of new teacher guides and ancillary materials to order, taking into account
  - ☐ New hires or additional classrooms
  - ☐ To replace any that are damaged, outdated, or missing
- ☐ Verify that digital or license renewals align with projected student and teacher enrollment

- [ ] Determine the number of student materials required, taking into account
    - [ ] Workbook or student consumables that require replacement every year
    - [ ] Classroom or individual text sets, manipulatives, or assessment materials for new classrooms
    - [ ] Replacement classroom or individual text sets, manipulatives, or assessment materials to replace any that are damaged, outdated, or missing
- [ ] Determine school-specific professional development needs, taking into account
    - [ ] Initial implementation content for new teachers and leaders
    - [ ] Ongoing implementation content for teachers and leaders experienced with the HQIM