

Guidance on Expenditure of Title II-A Funds

SY 2011-2012

Title II expenditures must address the equitable distribution of highly qualified, effective teachers and the LEA Continuous Improvement Plan (CIP).

All core content teachers must be highly qualified at the time of hire by the LEA or at the point of transfer into a new position within the LEA.

EXPENDITURE

Recruitment of HQ Teachers & Principals

Guidance:

- Use of recruitment stipends to recruit initial hires and district transfers who are assigned to teach core academic subjects in which there exists a documented shortage of highly qualified teachers within a school or LEA, or to achieve the "equitable distribution of effective teachers".
- Recruitment fees for Teach for America or Arizona Teaching Fellows are allowable Title II expenses.
- Recruitment website fees are an allowable expense.
- Job fair registration fees are an allowable expense.
- Travel/per diem must adhere to the approved State rate.
- Salary and benefits for recruiters are NOT an allowable expense.
- State certification fees are NOT an allowable expense.

Retention of HQ Teachers & Principals

Guidance:

- Use of retention stipends to promote the retention of highly qualified and appropriately certified core academic teachers who have a record of success in helping low-achieving students improve their academic achievement, particularly students from economically disadvantaged families, students from remedial and ethnic minority groups, and students with disabilities.
- Retention stipend for principals is allowable if they have 100% of their positions staffed by highly qualified teachers by the first day of school with students. Payment of the stipend may not occur until the highly qualified status is verified by ADE.
- A Title II bonus may NOT be used to encourage teachers to turn in a signed contract.

Teacher Reimbursements

Guidance:

- Print Highly Qualified Teacher report from HQT System online.
- Determine if amount requested to address the **equitable distribution of effective teachers is reasonable, appropriate and in alignment with the LEA Continuous Improvement Plan.
- Teacher reimbursement for AEPA core content exams to become highly qualified is permitted in order to **build capacity** in the LEA. Reimbursement is ONLY allowed for positions that the LEA determines will be needed, based on the results of their comprehensive needs assessment. The cost for an AEPA exam is \$105.
- **Capacity building** may also include the costs to support passing an AEPA content exam :
 - Purchase Expanded Diagnostic Feedback for failed exam.
 - Tutoring/study materials to pass exam.
 - Reimburse for Test Preparation Seminars.
 - Limited coursework in content area to prep for test.
- Tuition reimbursement for coursework to become highly qualified is permitted in order to **build capacity** in the LEA is appropriate if an AEPA exam for that content area does not exist.
- A stipend may be provided to individuals to **build capacity** as a part of:
 - Grow Your Own- Special Education teachers.
 - Grow Your Own- Core Academic paraprofessionals.
- Reimbursement of fees to participate in National Board Certification is an allowable expense.
- Title II funds may NOT be used to get a teacher appropriately certified.

Professional Development

Guidance:

- Professional development must meet National Staff Development Council Standards (NSDC).
- Private school expenditures of Title II funding must be detailed in the application and based on a needs assessment and professional development plan.
- Travel/per diem must adhere to the approved State rates.
- Materials/supplies for professional development should be broken out separately from general supplies/materials on the consolidated application.
- Details regarding conference travel and registrations must be an Action Step on ALEAT tied to Reading/LA Proficiency, Mathematics Proficiency or the Highly Qualified, Effective Teachers & Principals Goal #2.
- All professional development activities must be described in an Action Step on ALEAT tied to Reading/LA Proficiency, Mathematics Proficiency or the Highly Qualified, Effective Teachers & Principals Goal #2.
- Funds for substitute teachers and teacher stipends to provide training must be an Action Step on ALEAT tied

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to Reading/LA Proficiency, Mathematics Proficiency or the Highly Qualified, Effective Teachers & Principals Goal #2.

- Reimbursement of fees to participate in the Take One professional development is an allowable expense.
 - Funds spent on external trainers, consultants or contractors must include a Scope of Work and include the following:
 - The purpose of the activity.
 - The timeline for the specific activities/deliverables.
 - The costs associated with the project activities.
 - The process by which the service outcomes will be evaluated.
 - Must be signed by the consultant and submitted to the LEA on company letterhead.
- This training must be an Action Step on ALEAT that is tied to Reading/LA Proficiency, Mathematics Proficiency or the Highly Qualified, Effective Teachers & Principals Goal #2.
- Title II funds may be used to pay for teacher collaboration as long as the primary focus is to provide a professional development opportunity rather than the creation of an end product.
 - Professional Association dues are NOT an allowable expense.
 - Student materials are NOT an allowable expense.
 - Full or part-time teachers who are receiving a Title II stipend to provide mentoring or academic coaching may NOT engage in these activities during their contracted day.

Personnel

Guidance:

- All positions funded from Title II must include a job description (qualifications, salary range, job responsibilities tied to intent of Title II) and # of FTE's.
- FTE's paid through multiple funding sources must maintain a "Time and Effort" log.
- Mentors and academic coaches must be an Action Step tied to Reading/LA Proficiency, Mathematics Proficiency or the Highly Qualified, Effective Teachers & Principals Goal #2..
- Coordinators (Title II or PD) must be an Action Step on ALEAT that is tied to Reading/LA Proficiency, Mathematics Proficiency or the Highly Qualified, Effective Teachers & Principals Goal #2 and should not be more than a .25 FTE unless approved by your Title II Specialist in the HQ Unit.
- Use of Title II funds to support clerical positions should be paid through Indirect Costs only.

Technology

Guidance:

- Technology FTE's are an allowable expense as long as the focus of the position is integration of technology into core content curriculum to close the achievement gap. The job description clearly indicates that the performance responsibilities include implementation of the 2009 Tech Standards and professional development that is needed to fully implement these standards. A job description would be required. (See attached Tech Standards)
- The LEA must have an approved Technology Plan on file with ADE in order to spend any Title II funds on technology related activities.
- Capital outlay for computer equipment/labs is NOT an allowable expenditure for Title II.

Transferability

Guidance:

- Before requesting a transfer of Title II funds, an LEA must adequately meet Title II priorities (equitable distribution of effective teachers and principals & high quality professional development). If the LEA is in NCLB 2141(c) status, they may not transfer funds.
- Transfer of Title II funds to pay for administrative salaries and benefits is NOT allowable.
- Transfer of Title II funds for professional development is NOT allowable.

Capital

Guidance:

- Title II may NOT be used to make capital item purchases.

**Equity: The LEA will ensure that poor and minority students are not taught at higher rates than other students by inexperienced, unqualified or out-of-field teachers.