



## Guidance on Expenditure of Title II-A Funds

**Based on a comprehensive needs assessment, Title II-A expenditures must address the equitable distribution of highly qualified, effective teachers/principals and the LEA Continuous Improvement Plan (CIP) on ALEAT.**

### GUIDELINES:

#### Recruitment of HQ Teachers & Principals

- A recruitment stipend may be provided to initial hires and district transfers assigned to teach core academic subjects where there exists a documented shortage of highly qualified teachers, and/or to achieve the equitable distribution of effective teachers.
- A recruitment stipend may be provided to an initial hire or district transfer of a principal (for hard to fill or to create equitable distribution) who has a record of successful leadership resulting in low achieving students improving their academic performance.
- Recruitment fees for Teach for America or the Arizona Teaching Fellows are allowable Title II-A expense.
- Recruitment website fees are an allowable expense.
- Job fair registration fees are an allowable expense.
- Travel/per diem for the purpose of recruitment 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

- A retention stipend may be provided to highly qualified/appropriately certified core content teachers (for hard to fill or to create equitable distribution) who have a record of success in helping low-achieving students improve their academic achievement, particularly students from economically disadvantaged families, students from racial/ethnic minority groups and students with disabilities.
- A retention stipend may be provided to a principal (for hard to fill or to create equitable distribution) whose successful leadership results in low achieving students improving their academic performance. Principals must also have 100% of their positions staffed by highly qualified teachers by the first day of school. Payment of the stipend may not occur until the highly qualified status is verified by ADE.
- A Title II-A stipend may NOT be used to encourage teachers to turn in a signed contract.

#### Teacher Reimbursements

- Teacher reimbursement for AEPA/NES core content exams to become highly qualified is only permitted for the purpose of **building capacity** within the LEA. Reimbursement is ONLY allowed for core content positions that the LEA determines will be needed in the future, based on the results of their comprehensive needs assessment. Title II-A may not be used to reimburse teachers for AEPA/NES testing fees to become highly qualified in a core content area they are currently assigned to teach.
- **Capacity building** may also include the costs to support a teacher in passing an AEPA/NES core content exam such as:
  - Purchasing the Expanded Diagnostic Feedback for a failed exam
  - Tutoring/study materials in preparation of taking a core content exam
  - Reimbursement for the fees associated with the AEPA/NES practice test and/or online study guides
  - Limited coursework in a core content area to prep for an AEPA/NES core content exam
- Tuition reimbursement for coursework to become highly qualified in 9-12<sup>th</sup> grade Physical Science is permitted in order to **build capacity** since an AEPA/NES exam does not yet exist for this content area.
- A stipend may be provided to individuals to **build capacity** as a part of:
  - A "Grow Your Own" program for Special Education teachers (focused on regular education teachers becoming certified in Special Education).
  - A "Grow Your Own" program for core academic paraprofessionals
- Reimbursement of fees to participate in National Board Certification is an allowable expense.
- Title II-A funds may NOT be used to get a teacher appropriately certified.

#### Professional Development

- Professional development must meet Learning Forward- Standards for Professional Learning.
- Private school expenditures of Title II-A funding must be based on a comprehensive needs assessment, identified in a professional development plan and detailed in the ESEA Consolidated Application.
- All travel/per diems must adhere to the approved State rates. LEA's can reimburse for mileage for professional development travel via personal or district vehicles. Car rental is allowable as long as the resulting cost is determined to be less than the cost of simply reimbursing for mileage.
- Materials/supplies for professional development should be broken out separately from general materials/supplies requested on the ESEA Consolidated Application.
- Details regarding conference travel/registration must be identified in the ALEAT Continuous Improvement Plan, linked to identified student academic needs in core content areas and focused on enhancing teacher



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and principal effectiveness.

- Professional development/conferences for eligible private school teachers and principals must be secular in nature and be linked to identified student academic needs in core content areas.
- All professional development must be identified on the ALEAT Continuous Improvement Plan, linked to identified student academic needs in core content areas and focused on enhancing teacher and principal effectiveness.
- Reimbursement of fees to participate in Take One professional development is an allowable expense.
- Funds spent on all **external** trainers, consultants or contractors must include a Scope of Work, outlining 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.
- Title II-A 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.
- Funds may be used to pay for professional development on the LEA teacher and principal evaluation system and to train evaluators, but may NOT be used to pay for the expense of an evaluation system itself.
- 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-A stipend to provide mentoring or academic coaching may NOT engage in these activities during the portion of their contracted day that is set aside for teaching.
- Title II-A may NOT be used for rental of a venue to provide professional development unless the expense is determined to be reasonable and necessary expense (please check with your Education Program Specialist prior to making this request).
- Title II-A may NOT be used to purchase food.

### Personnel

- A job description must be uploaded into the Grant's Management System for all positions supported with Title II-A funding, outlining the job qualifications, salary range and job responsibilities (tied to the specific intent of the grant).
- All grant funded FTE's must meet the current "time and effort" documentation requirements.
- Mentors and academic coaches must be identified in the ALEAT Continuous Improvement Plan, linked to identified student academic needs in core content areas and focused on enhancing teacher and principal effectiveness.
- Coordinator positions (Title II or PD) must be identified in the ALEAT Continuous Improvement Plan, linked to identified student academic needs in core content areas and focused on enhancing teacher and principal effectiveness. Positions should not be more than a .25 FTE unless approved by your Title II-A Specialist. A job description must be uploaded into the Grant's Management system.
- Use of Title II-A funds to support clerical positions can be paid through Indirect Costs only.

### Technology

- 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 must clearly indicate that the performance responsibilities include implementation of the 2009 Technology Standards and the provision of professional development for teachers to fully implement these standards. The LEA must have an approved Technology Plan on file with ADE in order to spend any Title II-A funds on technology related activities.
- Capital outlay for computer equipment/labs is NOT an allowable expenditure for Title II-A.

### Transferability

- Before requesting a transfer of funds, an LEA must be able to show that they have adequately meet Title II-A priorities. A consultation with private schools must be held (as applicable) and funds must be set aside for professional development for eligible sites prior to funds being transferred.
- Transfer of Title II-A funds to pay for administrative salaries and benefits is NOT allowable.
- Transfer of Title II-A funds for professional development is NOT allowable.

### Capital

- Title II-A 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.