

Title II, Part A: Quick Reference Guide – Fund Code 6310

Building Systems of Support for Excellent Teaching and Learning



Priorities of Title II-A:

1. Increase student achievement consistent with challenging state academic standards;
2. Improve the quality and effectiveness of teachers, principals, and other school leaders;
3. Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and
4. Provide low-income and minority students equitable access to effective teachers, principals, and other school leaders.

Line Item	Allowable Expenses	Unallowable Expenses
1. Administrator Salary	<ul style="list-style-type: none"> • Program Administrator/Grant Manager/Professional Development Coordinator – only the portion of the salary dedicated to Title II, Part A administration <i>(must be supported with a Time & Effort Log)</i> • District Mentoring/Induction Administration 	<ul style="list-style-type: none"> • Entire salary unless the manager's entire responsibility is Title II, Part A
2. Instructional/ Professional Staff	<ul style="list-style-type: none"> • Academic/Instructional Coaches for any subject • Teacher salary to reduce class-sizes must be: <i>limited to grades K-3; tied to schools identified for Needs Improvement; Classrooms where ratio is <18 students per teacher (must be supported with a Time & Effort Log)</i> 	
3. Support Staff Salaries	<ul style="list-style-type: none"> • Secretary/Bookkeeper for Title II, Part A grant work - only the portion of salary dedicated to Title II, Part A support; <i>(must be supported with a Time & Effort Log)</i> 	<ul style="list-style-type: none"> • Entire salary unless the individual's entire responsibility is Title II, Part A • Salaries for paraprofessionals
4. Stipends	<ul style="list-style-type: none"> • Stipends for mentors or individuals serving as supervising practitioners to student teachers • Collaborative planning, curriculum writing, peer observations • Stipends for teacher-lead Professional Development (PD) to close achievement gaps • Leading trainings to improve content knowledge, teaching strategies, and 	<ul style="list-style-type: none"> • Stipends for contracted days

Line Item	Allowable Expenses	Unallowable Expenses
	addressing issues related to school conditions for student learning <ul style="list-style-type: none"> Development and support for district-based preparation programs for teachers, paraprofessionals and school leaders 	
5. Fringe Benefits	<ul style="list-style-type: none"> Fringe benefits such as health insurance 	
6. Contractual Services	<ul style="list-style-type: none"> Consultants for PD to improve content knowledge and/or classroom practice for any subject (secular) Consultants to improve classroom management Substitutes for teachers attending Title II-A funded PD or for class size reduction (<i>Public</i>) PD on social and emotional learning, school climate, inclusive practice, behavioral health, and other issues related to school conditions for student learning 	<ul style="list-style-type: none"> Substitutes for teachers not attending Title II-A funded PD or not a CSR teacher Substitutes for teachers attending Title II-A funded PD (<i>Nonpublic</i>)
7. Supplies and Materials	<ul style="list-style-type: none"> Supplies for public and nonpublic to be used strictly for PD such as books and instructional software PD Training supplies such as chart paper, pens, binders, easels 	<ul style="list-style-type: none"> Supplies to be used in the classroom or by students Anything not directly connected to educator's PD Instructional Technology Evaluation system-related data systems to manage linking student-teacher data
8. Travel (Conference & Course Registration)	<ul style="list-style-type: none"> Conference registration for PD Course reimbursement for PD Nonpublic school allocation for PD Expenses for transportation, per diem, and lodging (if the costs are reasonable and necessary) 	<ul style="list-style-type: none"> Meals unless in travel status (or included in registration fee for conference) Meals for school/district PD meetings
9. Other Costs	<ul style="list-style-type: none"> Costs to improve the recruitment, placement, support, and retention of culturally competent and responsive educators, especially educators from underrepresented minority groups, to meet the needs of diverse student populations Printing/copying materials for PD Space rental for PD Equipment rental tied to PD trainings 	
10. Indirect Costs	<ul style="list-style-type: none"> District indirect cost rates 	<ul style="list-style-type: none"> Indirect rate greater than the percentage approved for the district
11. Equipment		<ul style="list-style-type: none"> Equipment

Professional Development activities are sustained, intensive, collaborative, job-embedded, data-driven, and classroom focused.

Supplement not Supplant in Title II-A

- Title II-A funds must be used to supplement, not supplant, any non-federal funds that would otherwise be used to pay for the activity. To "supplement" would be to enhance, expand, increase, or extend the programs and services offered with state and local funds.
- All Title II-A expenses, in addition to being allowable, have to be reasonable and necessary. § 200.403(a)

Nonpublic Schools

- Must have meaningful and timely consultation in the spring.
- Title II-A funds can only be used for PD.
- Must meet the specific needs of students enrolled in a nonpublic school, and not its teachers or the school itself.
- Public School District maintains control of funds: may pay consultants, registrations or reimburse individual educators for conference registration.
- Districts **cannot** pay nonpublic schools directly.

Amendments

- Required:
 - when there is any significant change in program objectives;
 - when there is any increase or decrease in the total amount of the grant;
 - when an increase for a major object code of the budget exceeds \$2500 or 25% of the line (whichever is greater).
- Amendments can be submitted at any time in GMS prior to final reimbursement request on the ESSA Consolidated Application.
- Amendment Approval required prior to submission of reimbursement request.