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State of Rhode Island and Providence Plantations

# DEPARTMENT OF EDUCATION

Shepard Building  
255 Westminster Street

Providence, Rhode Island 02903-3400

Title II, Part A

State Monitoring Process

Protocol Guide

2019-2020

Revised November 2019

# Background

The Title II, Part A Monitoring Process is the method used by the Rhode Island Department of Education (RIDE) to monitor the use of Title II, Part A federal funds at the district level. The United States Department of Education (USDoE) requires RIDE to monitor on an on-going basis that Local Education Agencies (LEAs) allocate and spend their Title II, Part A funds consistent with all Title II, Part A requirements. RIDE is also required to report the results of the monitoring process to the USDoE to meet state accountability requirements.

The Title II, Part A Monitoring Process begins with a thorough review of the information that LEAs report to RIDE on an annual basis. Information is reported through an electronic application process called the Consolidated Resources Program (CRP) Accelegrants application. In the application, LEAs identify how they plan to use their Title II, Part A funds in the areas of Professional Learning, meeting Rhode Island Certification requirements, and Class-Size Reduction. RIDE staff review and approve the CRP Title II, Part A application based on established guidelines and processes as part of the CRP approval process. During monitoring, activities from the CRP are reviewed.

All LEAs are monitored for the use of Title II, Part A funds on a cyclical basis approximately once every five years. The information provided in this document describes the Monitoring Process, LEA reporting responsibilities, and the RIDE approval process.

# Title II, Part A Monitoring Process

The Monitoring Process is a ‘desk audit’ through which LEAs provide evidence that they have followed all Title II, Part A requirements for the use of Title II, Part A funds in the areas of Improving Teacher Quality and Class-Size Reduction. To complete the Monitoring Process, LEAs submit specified evidence electronically using templates and processes that RIDE provides to the LEA during the winter of the LEA’s monitoring year (See Appendix A). Please note, LEAs are being monitored in 2019-2020 year, however, all Title II, Part A Monitoring question responses should be reflective of professional learning activities and series budgeted within the 2018-2019 CRP application.

RIDE reviews the submitted Monitoring Process evidence in conjunction with the information previously provided by the LEA through the CRP Accelegrants Title II, Part A application. RIDE reviews the evidence and information submitted by the LEA to determine if the LEA meets all Title II, Part A requirements and that the usage of Title II, Part A funds aligns to that reported in the annual CRP application and amendment process. As part of the Title II, Part A Monitoring Process, RIDE may request additional and supporting evidence if necessary, to allow completion of the monitoring review.

RIDE’s Title II, Part A Monitoring Process results in three possible determinations – Approved, Corrective Action with Monitoring, or Not Approved: Need Revisions. An LEA that determined to be ‘Approved’ has met all Title II, Part A requirements and no further action is required. An LEA determined to be ‘Corrective Action with Monitoring’ is required to submit additional evidence no later than one year from the date of the determination that demonstrates actions taken by the LEA to address the specified concerns that were identified through the Monitoring Process. An LEA determined to be in ‘Not Approved: Need Revisions’ status must resubmit the Monitoring Process documents with additional evidence as specified in the review process to allow the completion of the review. This submission must occur within thirty days (30) of receipt of the approval memo. Districts found ‘Not Approved: Need Revisions’ will not have any CRP application reviewed or approved until they have submitted the required documents to change to ‘Approved’ or “Corrective Action with Monitoring’ status. At the completion of the Monitoring Process, RIDE notifies the USDoE of the results of the LEAs Monitoring Review.

The chart below details the annual Monitoring Process cycle for those LEAs scheduled for the Title II, Part A Monitoring Process:

|  |  |
| --- | --- |
| **Date** | **Action** |
| October | RIDE notifies LEAs via email that they will receive a Title II, Part A Monitoring Review during the current school year; RIDE provides the Title II, Part A Monitoring Process protocol and accompanying documentation and schedule to the LEA |
| February | RIDE notifies LEAs of the start of the Title II, Part A Monitoring Process, the ***March 30th due date*** for submission of the monitoring documents, and provides LEAs with a Non-Certified teacher status form for completion and submission on or before March 30th  RIDE provides technical assistance for selected districts, to include the process and documents used. |
| By March 30th | LEAs submit the required Monitoring Process documents and the Non-Certified Teacher and Paraprofessional status forms |
| April | RIDE reviews documents, determines LEA approval status, and issues an approval memo to the LEA in one of three categories: ‘Approved’, ‘Corrective Action with Monitoring’, or ‘Not Approved: Need Revisions’. |
| April/May | RIDE follows up with LEAs that were determined to be in ‘Not Approved: Need Revisions’ status to review additional required information and issues a final approval memo |
| June | RIDE completes the Monitoring Process cycle and submits Monitoring Process approval memos for each LEA to the USDoE |

# Title II, Part A Approval Memo

At the conclusion of the Title II, Part a Monitoring Process, RIDE issues a Title II, Part A Monitoring Process Approval Memo. The Approval Memo contains the approval status for the LEA in the areas of Professional Learning, Rhode Island Certification, and Class-Size Reduction, an individual rating for each required monitoring area, and specific feedback on the LEAs performance for each required monitoring area.

The chart below details the required Title II, Part A monitoring areas:

|  |
| --- |
| *Professional Learning:* |
| * There is evidence of a comprehensive and collaborative Needs Assessment process that addresses all Title II, Part A requirements and includes administrators, teachers, and families |
| * Professional Learning series/activities are consistent with evidence-based research in meeting the needs of diverse learners |
| * Sufficient evidence of implementation, through the use of data, was provided for each professional learning series/activity as specified within the Consolidated Resource Plan (CRP) application; including participants, trainers and facilitators, connection to district strategic or school improvement plan, and monitoring and evaluation procedures * Evidence of the impact on student achievement |

|  |
| --- |
| *Rhode Island Certification and Qualifications:* |
| * 100% of teachers and paraprofessionals hold valid Rhode Island certificate(s) for their teaching assignment |
| * The Hiring Process ensures that only Rhode Island certified teachers and paraprofessionals, meeting State qualification requirements, are hired to work in teaching assignments |
| * The Assignment Process ensures that only Rhode Island certified teachers and paraprofessionals, meeting State qualification requirements, are assigned to work in teaching assignments |
| * The Personnel Assignment Submission (PAS) Reporting process is appropriately implemented to ensure the accurate reporting of educator information and Out-of-Area educators for both certified and non-certified educators |

|  |
| --- |
| *Class-Size Reduction:* |
| * Class-Size Reduction Teachers are utilized consistent with evidence-based research for the selected grade level and the impact of Class-Size Reduction teachers is monitored by the district |
| * 100% of Class-Size Reduction Teachers hold valid Rhode Island certificate(s) for their teaching assignment |

LEAs will receive one of the following ratings for each of the required monitoring areas:

|  |  |
| --- | --- |
| Met: | The LEA has met the Title II, Part A requirements for the required monitoring area |
| Not Met: | The LEA has not met the Title II, Part A requirements for the required monitoring area |
| Not Applicable: | The LEA did not use Title II, Part A funds for the required monitoring area |

LEAs will receive one of the following approval status ratings for the three areas eligible for the use of Title II, Part A funds:

|  |  |
| --- | --- |
| Approved | The LEA has met the Title II, Part A requirements for the eligible Title II, Part A category |
| Corrective Action with Monitoring | The LEA has not met the Title II, Part A requirements for the eligible Title II, Part A category and will have up to one year to provide evidence of meeting the requirements |
| Not Approved: Need Revisions | The LEA has not provided sufficient evidence of meeting the Title II, Part A requirements for the eligible Title II, Part A category and must provide additional information within 30 days to RIDE to complete the Monitoring Process |

**Approved:**

An LEA determined to be ‘Approved’ has successfully submitted all required evidence for the three areas eligible for Title II, Part A funds and has met the requirements for all areas. RIDE provides a Monitoring Process Approval letter and reports the findings to the USDoE.

**Corrective Action with Monitoring**

An LEA determined to be ‘Corrective Action with Monitoring’ completes the Title II, Part A Monitoring Process by submitting additional information that responds to the concerns identified in the initial Monitoring Process review.

* The LEA will have up to one year (1) to address the concerns and provide evidence of actions taken by the LEA that demonstrate compliance with all Title II, Part A requirements.
* LEAs only need to provide evidence for those areas which were found to be “not met” in the initial Monitoring Process review.
* The process to submit additional evidence for an LEA determined to be ‘Corrective Action with Monitoring’ is the same process that was completed during the initial review, and follows the same timelines.

Timeline:

* RIDE notifies the LEA by October 1st that it must complete the Monitoring Process review initiated the previous school year.
* RIDE issues a reminder to the LEA by January 15th of the February 1st opening of the Monitoring Process.
* By February 1st, RIDE issues an Out-of-Area status form (when applicable) and notifies the LEA that the Monitoring Process has opened.
* By March 1st, The LEA only submits the required evidence for the Title II, Part A monitoring areas found “not met” in the previous review.
* RIDE reviews all submitted evidence and issues an approval memo based on the second review.
* For significant issues or issues that relate to certification, LEAs may be required to provide evidence of corrective action sooner than the typical one-year period.

**Not Approved: Need Revisions:**

An LEA found to be “Not Approved: Need Revisions” has not provided enough evidence to determine if Title II, Part A requirements for the eligible Title II, Part A areas are being met. The LEA has 30 days to provide additional evidence to RIDE. Districts who are designated ‘Not Approved: Need Revisions’ will be ineligible for CRP Application reviews until they have provided the evidence required to be moved to either ‘Approved’ or ‘Corrective Action with Monitoring’ status.

# Appendices

* Appendix A: Title II, Part A Monitoring Application
* Appendix B: Title II, Part A Monitoring Process Approval Memo
* Appendix C: Appropriate Uses of Title II, Part A Funding for Professional Learning Activities
* Appendix D: Non-Certified/Out-of-Area Educators Template
* Appendix E: Paraprofessional State Qualification Requirements

**APPENDIX A**

Title II, Part A Monitoring Application Sample

**Title II, Part A Monitoring Process LEA Evidence Submission Document**

Directions:

LEAs complete sections A through F based on the LEA’ s use of Title II, Part A funds for the **2018-2019** **School Year**. See the RI Department of Education Title II, Part A monitoring protocol and the US Department of Education Title IIA Non-Regulatory Guidance for additional information. Submit electronically the completed LEA Submission Document and related evidence to the Office of Educator Excellence and Certification Services on or before **March 30, 2020**.

Send any questions, along will your monitoring materials, to Mary Keenan at [Mary.Keenan@ride.ri.gov](mailto:Mary.Keenan@ride.ri.gov).

Please send one folder with your application and all evidence.

* Title of folder: DistrictName\_TitleAMonitoring
* Title of Application Document: DistrictName\_MonitoringSubmissionDocument
* Title for Evidence Documents: DistrictName\_TitleIIAMonitoring\_Section(Insert Letter)Question#

**Section A: Public Schools - Allowable Use of Funds**

*Note: Title II, Part A does not permit the use of program funds to purchase materials, supplies, technology and staffing assignments that are not directly connected to the allowable Title IIA activities.*

1. Allowable Use of Title II Funds

Title II Non-Regulatory Guidance details specific allowable uses of Title II funds.

Check the appropriate categories for which the LEA uses Title II funds.

|  |  |
| --- | --- |
| Developing and implementing evaluation and support systems | □ |
| Recruiting, hiring and retaining effective teachers, principals and other school leaders in low-income schools with high percentages of ineffective teachers | □ |
| Recruiting, hiring and retaining effective teachers, principals and other school leaders, including recruitment from fields outside of education | □ |
| Class-size reduction activities | □ |
| Personalized professional development to improve the quality of teachers, principals and other school leaders. | □ |
| Increasing teacher effectiveness for students with disabilities and English learners | □ |
| Supporting early education | □ |
| Supporting effective use of assessments | □ |
| Supporting in-school training and awareness of school personnel | □ |
| Supporting gifted and talented students | □ |
| School library programs | □ |
| Preventing and recognizing child sexual abuse | □ |
| Supporting Science, Technology, Engineering and Math (STEM) | □ |
| Improving working conditions | □ |
| Supporting postsecondary and workforce readiness | □ |

**Section B: Public Schools - Professional Learning**

1. Comprehensive Needs Assessment Process

|  |
| --- |
| Provide a detailed description of the Needs Assessment process used by the LEA to select the professional learning activity/series.  Be sure to include the following:   * Information regarding sources of data used to determine needs * Connections to district strategic plans * Steps implemented to ensure a meaningful and collaborative consultation with relevant individuals and organizations (stakeholders) * Stakeholders involved in the process. Please provide evidence of stakeholder participants, (teachers, school leaders, paraprofessionals, support professionals, parents etc.) agendas, student data, surveys sent out to stakeholders, minutes from meetings, etc. |
| LEA Response: |

1. LEA use of Title II, Part A funds for Professional Learning activity/series[[1]](#footnote-1)

|  |  |  |
| --- | --- | --- |
| Provide a detailed description for EACH Professional Learning activity/series funded with Title II, Part A funds (include activity programs, brochures or job descriptions and participants, trainers and facilitators as part of the application submission). For EACH Professional Learning activity/series provide a link to one (1) evidence-based research article AND include a completed Evidence-Based Research Template. | | |
| LEA Response: | | |
| Name of Activity/Series[[2]](#footnote-2) | Description | Link to Evidence-Based Research Article |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Monitoring and Evaluation of Professional Learning activity/series

|  |  |
| --- | --- |
| Provide a detailed description of   1. the monitoring and evaluation processes based on educator and student outcomes that occurred to ensure continuous improvement for each PD activity/series funded with Title II, Part A funds 2. the impact this activity had on student achievement with supporting data, including the conclusions drawn regarding the effectiveness of the activity and steps taken to ensure continuous improvement | |
| LEA Response: | |
| Name of Activity/Series[[3]](#footnote-3) | Description and Impact |
|  |  |
|  |  |
|  |  |

1. Monitoring of Inventory

|  |
| --- |
| Describe your Inventory Control System for materials and supplies purchased with Title II, Part A funds. Describe in detail where the materials are stored, how the LEA tracks and monitors inventory and the process for distribution of materials. Provide evidence of tracking annually and site-based tracking bi-annually. |
| LEA Response: |

**Section C: Public Schools – Rhode Island Teachers and Paraprofessionals**

1. Hiring Process and Assignment System

|  |
| --- |
| Provide an overview of the hiring and assignment process that describes how the LEA ensures that it hires and assigns only Rhode Island certified educators and paraprofessionals who meet State qualification requirements. (Provide district or school documentation, if applicable) |
| LEA Response: |

1. Personnel Assignment System: Rhode Island Certified Teachers and Out-of-Area Teachers

|  |  |
| --- | --- |
| Number of Rhode Island Certified Teachers |  |
| Number of Out-of-Area Teachers  Complete the Out-of-Area Educator Template.[[4]](#footnote-4) Describe use of Title II, Part A funds to support educators in becoming RI certified (testing, coursework or program) |  |

1. Personnel Assignment System: Rhode Island Paraprofessionals

|  |  |
| --- | --- |
| Number of Paraprofessionals |  |
| Number of Paraprofessionals not meeting RI requirements  Complete the Paraprofessional Requirement Template.[[5]](#footnote-5) Identify the pathway each paraprofessional serving in your district used to meet State Paraprofessional requirements. |  |

**Section D: Public Schools – Class-Size Reduction**

1. Use of Title II, Part A funds for Class-Size Reduction

|  |  |
| --- | --- |
| Our LEA uses Title II, Part A funds for Class-Size Reduction |  |
| Our LEA does not use Title II, Part A funds for Class-Size Reduction (leave the remainder of this section blank) |  |

1. Meet Rhode Island Certification Requirements

|  |
| --- |
| Provide an overview of how the LEA ensures that all Class-Size Reduction teachers meet State certification and licensure requirements for their assignments. |
| LEA Response: |

1. Assignment of Class-Size Reduction teacher(s)

|  |
| --- |
| Provide an overview of how Class-Size Reduction teachers are assigned (e.g. co-teach; flexible grouping, grade level team; pull out, etc.) and the processes used to monitor impact and student achievement gains. |
| LEA Response: |

1. Justification for Class-Size Reduction

|  |
| --- |
| Provide a justification for the use of Title II, Part A funds for Class-Size Reduction.  Provide an explanation that details the student achievement gains that occurred because of this method at:  a.) the individual classroom level  b.) the grade level |
| LEA Response: |

1. Identification of Teachers for Class-Size Reduction

|  |  |  |
| --- | --- | --- |
| Identify the Certificate ID, name, and teaching assignment for each Class-Size Reduction Teacher | | |
| Certificate ID | Name | Teaching Assignment Grade Level/School |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section E: Non-Public Schools Services**

Under the Title II, Part A program, private school teachers, principals, and other school leaders are eligible to participate to the extent that the LEA uses funds to provide for professional learning for teachers and other school personnel.

Title II, Part A does not permit the use of program funds to purchase materials, supplies, technology and staffing assignments that are not directly connected to the allowable Title II, Part A activities.

1. Services to Non-Public Schools

|  |
| --- |
| a.) Are there any eligible non-public schools located in the area the LEA serves?  **If no, skip the remaining questions in Section E.**  **□** Yes  **□** No |
| b.) How many eligible non-public schools are there in the area the LEA serves? What grade levels do they serve? |
| c.) How many of the eligible non-public schools participate in Title II, Part A? For those who do not participate, does the LEA know why they choose not to participate? |
| d.) How does the LEA consult with appropriate non-public school officials to give them an opportunity to provide input on:  1. the planning of the LEA’s Title II, Part A program activities; and  2. the design and development of activities or programs to ensure the services  provided meet the needs of non-public school educators? |
| e.) Does consultation occur BEFORE making decisions on the use of Title II, Part A funds? *Please attach dates, agendas for meetings, lists of participants, etc.* |
| f.) What kinds of services are provided to non-public schools with Title II, Part A funds? Does the LEA design projects that permit equitable participation (may non-public schoolteachers, for example, participate in professional development provided to public school teachers)? |
| g.) How does the LEA maintain records of its efforts to resolve any complaints made by non-public school representatives? |
| h.) Describe how the LEA monitors and tracks materials purchased by nonpublic schools. |

**Section F: Attestation**

*(To be completed by the LEA Superintendent, Head of School or Title II, Part A Program Administrator)*

|  |
| --- |
| I certify by my signature that: |
| □ The information provided in this review document is accurate  □ The LEA has used Tile II, Part A funds consistent with all applicable Title II, Part A  requirements  □ The LEA will provide RIDE with supporting evidence, if requested, to complete the Title II.  Part A monitoring process |
|  |
| *School District (Please print) School Year* |
|  |
| *Signature Date* |
|  |
| *Name (Please print)* |

**APPENDIX B**

Title II, Part A Monitoring Process Approval Memo Sample

May XXX, 20XX

Xxxxx Xxxxx

Superintendent

District

Address

Dear Mx. Xxxxx:

Thank you for submitting the required Title II, Part A Monitoring Process documents for your district for the 20xx-20xx school year. Staff members in the Office of Educator Excellence and Certification Support Services have reviewed the Professional Learning, Rhode Island Certification, and Class-Size Reduction components to ensure compliance with Title II, Part A requirements. As is stated in the Improving Teacher Quality State Grants Non-Regulatory Guidance, the Monitoring Process is conducted to ensure that Title II, Part A funds are used effectively and consistent with all state and federal requirements to improve educator quality.

The Title II, Part A Monitoring Process generates three levels of approval – Approved, Corrective Action with Monitoring, and Not Approved: Need Revisions. Only LEAs found to be in Not Approved: Need Revisions status require immediate attention to obtain final approval for 20xx-20xx school year. LEAs found to be in the Not Approved: Need Revisions status must submit specified information within thirty days (30) of receipt of this memo.

Based on the review of evidence that your district has submitted, RIDE has determined that your district’s approval status for the use of Title II, Part A funds for the 20XX-20XX school year is XXXXXXXXXXXXXXX.

Described below are the approval levels. Find individual ratings and specific feedback for each Title II, Part A monitoring area in the accompanying feedback matrix.

|  |  |
| --- | --- |
| Approved | The LEA has met the Title II, Part A requirements for the eligible Title II, Part A category |
| Corrective Action  with Monitoring | The LEA has not met the Title II, Part A requirements for the eligible Title II, Part A category and will have up to one year to provide evidence of meeting the requirements |
| Not Approved: Need Revisions | The LEA has not provided sufficient evidence of meeting the Title II, Part A requirements for the eligible Title II, Part A category and must provide additional information to RIDE to complete the Monitoring Process within thirty days of receipt of the approval memo |

If you have any questions or need assistance, please contact Mary Keenan ([mary.keenan@ride.ri.gov](mailto:mary.keenan@ride.ri.gov), 401-222-8497).

Sincerely,

Lauren Matlach, Director

Office of Educator Excellence and Certification Services

**Matrix Feedback**

**Professional Learning:**

|  |  |  |
| --- | --- | --- |
| **Met** | **Not Met** | **Requirement** |
|  |  | There is evidence of a comprehensive and collaborative Needs Assessment process that addresses all Title II, Part A requirements and includes multiple stakeholders |
|  |  | Professional Learning series/activities are consistent with proven evidence-based research in meeting the needs of diverse learners |
|  |  | Sufficient evidence was provided for each professional learning series/activity including participants, trainers and facilitators, connection to district strategic or school improvement plan, and monitoring and evaluation procedures |
|  |  | There is evidence of targeted professional learning to support and monitor teachers to use challenging State academic content and student academic achievement standards and State assessments, to improve instructional practices and student academic achievement. |
| **Comments**: | | |

**Rhode Island State Certification Requirements:**

|  |  |  |
| --- | --- | --- |
| **Met** | **Not Met** | **Requirement** |
|  |  | 100% of teachers and paraprofessional meet Rhode Island certification or qualifications for their teaching assignment |
|  |  | The Hiring Process ensures that only educators who hold a valid Rhode Island certificate(s) are hired to work teaching assignments |
|  |  | The Hiring Process ensures that only paraprofessionals who meet Rhode Island paraprofessional qualifications are hired to work teaching assignments |
|  |  | The Assignment Process ensures that only educators who hold a valid Rhode Island certificate(s) are assigned to work in teaching assignments |
|  |  | The Assignment Process ensures that only paraprofessionals who meet Rhode Island paraprofessional qualifications are assigned to work in teaching assignments |
|  |  | The Personnel Assignment Submission (PAS) Reporting process is appropriately implemented to ensure the accurate reporting of educator information for both certified and non-certified personnel |
| **Comments**: | | |

**Class-Size Reduction**:

|  |  |  |
| --- | --- | --- |
| **Met** | **Not Met** | **Requirement** |
|  |  | Class-Size Reduction Teachers are utilized consistent with evidence-based research for the selected grade level and the impact of Class-Size Reduction teachers is monitored by the district |
|  |  | 100% of Class-Size Reduction Teachers hold a valid Rhode Island certificate for their teaching assignment |
| **Comments**: | | |
|  | | |
| Required Actions | | |
|  | | |

**Services to Non-Public Schools**

|  |  |  |
| --- | --- | --- |
| **Met** | **Not Met** | **Requirement** |
|  |  | Evidence of a comprehensive consultation process between the district and non-public school(s) |
| Review Comments: | | |
| Required Actions | | |
|  | | |

**APPENDIX C**

Appropriate Uses of Title II, Part A Funding for Professional Learning Activities

**Appropriate Uses of Title II, Part A Funding for Professional Learning Activities**

The purpose of Title II, Part A funding is to increase student achievement consistent with challenging academic standards, improve the quality and effectiveness of teachers, principals and other school leaders, increase the number of teachers, principals and school leaders who are effective in improving student academic achievement, and provide low-income and minority students with access to effective teachers, principals, and school leaders (Title II, Sec. 2001(1-4)). Title II, Part A professional learning funds must only be used for expenses that are allowable, reasonable, necessary and based upon a needs assessment conducted by the district. Expenditure of Title II, Part A funds must also be supplemental and not supplant local or state funded initiatives.

**Allowable Uses of Local Title II Funds:**

1. Developing and implementing evaluation and support systems;
2. Recruiting, hiring, and retaining effective teachers, principals and other school leaders, in low-income schools with high percentages of ineffective teachers;
3. Recruiting, hiring, and retaining effective teachers, principals and other school leaders, including recruitment from fields outside of education;
4. Class-Size reduction activities;
5. Personalized Professional Development to improve the quality of teachers, principals and other school leaders;
6. Increasing teacher effectiveness for students with disabilities and English learners;
7. Supporting early education;
8. Supporting effective use of assessments;
9. Supporting in-school training and awareness of school personnel;
10. Supporting gifted and talented students;
11. School library programs;
12. Preventing and recognizing child sexual abuse;
13. Supporting Science, Technology, Engineering and Math (STEM)
14. Improving school working conditions; and
15. Supporting postsecondary and workforce readiness.

**Equipment and Supplies:**

Supplies and equipment purchased with Title II, Part A funds must be used for allowable Title II, Part A funded professional learning activities if they are “reasonable and necessary” per the Office of Management and Budget cost principles in OMB Circular A-87. Any equipment or supplies purchased with Title II, Part A funds must be used for the teacher’s or principal’s professional learning. A teacher may also use such equipment or supplies for use in the classroom if it is aligned to implementing the professional learning. Beyond this, for any equipment or supplies purchased both for professional learning and other purposes not authorized by Title II, Part A, Title II, Part A funds may only pay for the relative share of benefit to that program.

For example, Title II, Part A funds may be used to pay for the following:

* DVDs and videos that are part of an allowable professional learning program and that serve to reinforce the professional learning provided; and
* Reference books, professional journals, and instructional resources that are part of an allowable professional learning program and reinforce the professional learning provided.

**Unallowable Expenditures:**

Title II, Part A funds may not be used for the following items:

1. Reference books, professional journals, and instructional resources if such materials are intended to be part of a general professional learning library and are not part of the professional learning itself;
2. Student textbooks; and
3. Computers, laptops, iPads, electronic whiteboards and other similar technology, unless the LEA can confirm either:
4. that only the technology will only be used for Title II, Part A professional

learning for teachers, principals, or other authorized staff; or

1. other local, state, or Federal programs pay their fair share for the benefits that

come from their use for non-Title II, Part A purposes.

In this regard, some LEAs, for example, have sought approval from RIDE for the purchase of hardware and software. Consistent with the principles above, the purchase oftechnology, such as iPads, solely with Title II, Part A funds is not allowable unless the LEA can ensure and document that the purchased technology will be used ONLY for Title II, Part A-funded professional learning and ONLY for allowable Title II, Part A activities. Hence, we recommend that LEAs expend Title II, Part A funds on teacher and principal professional learning and use other funds for technology.

If you have any questions regarding the appropriate uses of Title II, Part A funds, please contact Mary Keenan at [Mary.Keenan@ride.ri.gov](mailto:Mary.Keenan@ride.ri.gov) or (401) 222-8497.

**APPENDIX D**

Rhode Island Non-Certified/Out-of-Area Educator Status Form

LEAs complete the information in this form to identify the actions the district has taken to support all district teachers to attain Rhode Island certification and licensure requirements.

|  |  |
| --- | --- |
| District |  |
| School Year | 20xx-20xx |
| Number of certified educators |  |
| Number of Educators Out-Of-Area |  |

Educators Deemed as Out-of-Area:

The Personnel Assignment System (PAS) identifies Out-of-Area educators and is reviewed by RIDE Certification staff quarterly. LEAs must provide a response in the Corrective Action chart for each quarter, identifying the specific actions that the district has taken to support the educator to attain Rhode Island certification.

NOTE: If an educator was deemed out-of-area because of a data input error that was identified and corrected, this would NOT be seen as an out-of-area educator.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PAS Check–in #1 – **September 20xx** | | | | |
| Teacher ID | Teacher Name | Staff Title | Corrective Action |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PAS Check–in #2 – **December 201xx** | | | | |
| Teacher ID | Teacher Name | Staff Title | Corrective Action |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PAS Check–in #3 – **March 20xx** | | | | |
| Teacher ID | Teacher Name | Staff Title | Corrective Action |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**APPENDIX E**

Paraprofessional State Qualification Requirements

The District receiving Title II, Part A grant funding must ensure that all paraprofessional working in the district meet applicable State qualification requirements. In Rhode Island, paraprofessionals must meet the following qualifications:

• Be of good character

• Have a high school diploma or GED

• Proficiency in Reading, Writing and Math skills

• Meet the Rhode Island Paraprofessional Standards

District Name:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How to complete this form:

1. Enter each paraprofessional working in your district for SY XXXXXX.
2. Identify the pathway that each paraprofessional completed to meet State qualification requirements.
3. For each paraprofessional hired by the district and who does not meet State qualification requirements, you must describe the corrective action taken by the district in Section 2.

**Section A: State Qualification Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | 1. Evidence of Reading, Writing and Mathematics Skillset   (Must have **one** of the following) | | | 1. Evidence of meeting the RI Paraprofessional Standards   (Must have **one**, unless hired before Jan. 1, 1999) | | |
|  | Successfully pass the ParaPro Assessment with a score of at least 461 | An Associate’s Degree or higher | At least 2 years of study at an institution of higher education | Successfully completing a RIDE-approved pre-employment Paraprofessional training program | Hold an Associate’s or Bachelor’s degree AND have completed coursework or other training that meets the RIDE TA Standards | Certified as a Paraprofessional in another state |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |

Please complete this section for each paraprofessional who is working in your district and has NOT met State qualification requirements.

**Section B: Corrective Action Taken**

|  |  |  |  |
| --- | --- | --- | --- |
| The following paraprofessionals have NOT met State qualification requirements: | | | |
| Teacher Name | Staff Title | School | Corrective Action |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

1. LEAs should report only those LEA activities funded with Title II, Part A funds and should not include private school activities. [↑](#footnote-ref-1)
2. The activity/series should correspond to the PD activity/series from the PD section of the 2018-2019 CRP Title II application. [↑](#footnote-ref-2)
3. The activity/series in the monitoring and evaluation section should be the same activity/series as those identified in section B2. [↑](#footnote-ref-3)
4. Appendix D: Non-Certified Educators Template Sample [↑](#footnote-ref-4)
5. Appendix E: Paraprofessional State Qualification Requirements [↑](#footnote-ref-5)