

IIA Annual Meeting Topics

Date of Meeting: _____

Participants: _____

Topics for Discussion

Amount of Grant Funding (approximate): \$ _____

Needs Assessment

What are your school's needs? More specifically, in what areas do staff members need professional development?S

Thoughts and Ideas about Spending for This Year

Overview of Areas of Spending

- Contractual Services – i.e. contracting with an outside agency/vendor to provide professional development
- Conferences

Requisition / Purchasing Process

1. Complete a *requisition* (this is a request to reserve money once approved).
2. Requisition gets converted to a *purchase order*. Once you have the purchase order, you can place your order.
3. *“OK to Pay”* – Once services have been received, you need to let us know that it is ok to pay the vendor.
4. *Prior Approval* – Activities must be approved prior to securing them. Our business office needs a good chunk of time to put the paperwork through the two-tiered process.

Not Allowed

- Food
- Supplies / materials associated with PD
- Technology (i.e. laptops, SMARTboards, iPads, etc.)
- Religious types of PD

District People who can help:

Name: phone; email

**Memorandum of Understanding and Agreement between
(NAME) Public Schools and _____ School
2016-2017**

Funding from the Title IIA grant is intended for high quality professional development in the following areas:

- Mathematics
- Science
- History
- Geography
- Civics/Government
- Economics
- Foreign (World) Languages
- Reading
- English/Language Arts
- Music (general, choral, instrumental)
- Visual Arts
- Dance
- Theatre
- Elementary Curriculum

To facilitate the implementation of the Title IIA grant,

(Name) Public Schools will:

- Inform _____ School of developments related to the grant in terms of funds becoming available for the 2016-2017 school year.
- Arrange to meet with _____ School by October 1st of the 2016-2017 school year to discuss topics such as the amount of the grant set aside for the school, allowed activities, procedures for writing purchase requisitions and spending grant funds.
- Communicate by email and/or phone periodically as necessary to provide a “check in” on spending and grant activities.
- Communicate with the private school regarding professional development opportunities that are open to teachers from the private school.

_____ School will:

- Conduct a needs assessment that identifies major staff needs relative to professional development.
- Provide (Name) Public Schools with a copy of the needs assessment, the results of the assessment, and priority areas for professional development prior to expending funds for the 2016-2017 school year.
- Submit purchase requisitions for approval to (Name) Public Schools **prior** to expending funds.
- Communicate with (Name) Public Schools’ representative regarding questions related to grant spending and/or allowable activities.

Date of Meeting: _____

Priority Areas for _____ School:

- _____
- _____
- _____

Agreed Upon Activities for _____ School:

- _____
- _____
- _____
- _____

Private School Title IIA Representative:

Name _____

Signature _____ **Date:** _____

(Name) Public Schools' Title IIA Representative:

Name _____

Signature _____