**Title IIA Quick Reference Guide (Incorporating ESSA Regulations)**

**Building Systems of Support for Excellent Teaching and Leading**

**Priorities of Title IIA:** Increase student achievement consistent with challenging State academic standards; Improve the quality and effectiveness of teachers, principals, and other school leaders; Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and provide low-income and minority students equitable access to effective teachers, principals, and other school leaders.

| Line Item | Eligible Activities | Non-Eligible Activities |
| --- | --- | --- |
| 1. Administrator Salaries | * Program Administrator/Grant Manager/Professional Development Coordinator – only the portion of the salary dealing directly with Title II, Part A * District Mentoring/Induction Administrator | * Entire salary unless the manager’s entire responsibility is Title II, Part A |
| 1. Instructional/ Professional Staff | * Academic/Instructional coaches for any subject * Teacher salary to reduce class-sizes: needs to be justified based on evidence * Incentivize and reward excellent educators serving in the district’s highest-need schools\* * Differential and incentive pay for educators in high-need academic subject areas and specialty areas\* |  |
| 1. Support Staff Salaries | * Secretary/Bookkeeper for Title II, Part A grant work – only portion of salary dealing directly with Title II, Part A | * Entire salary unless the individual’s entire responsibility is Title II, Part A |
| 1. Stipends | * Stipends for Mentors * Collaborative planning, curriculum writing, peer observations * Stipends for teacher-led High Quality Professional Development (HQPD) to close achievement gaps * Leading trainings to improve content knowledge, teaching strategies, and addressing issues related to school conditions for student learning * Development and support for district based preparation programs for teachers, paraprofessionals and school leaders | * Stipends for tutors * Salaries for paraprofessionals |
| 1. Fringe Benefits | * MTRS * Other Fringe benefits such as health insurance |  |
| 1. Contractual Services | * Consultants for HQPD to improve content knowledge and/or classroom practice for any subject * Consultants to provide training to enable educators to involve parents in their children’s education * Consultants to improve classroom management * Substitutes for teachers attending TIIA funded HQPD or for class size reduction (CSR) * HQPD on Social and Emotional Learning, School Climate, Inclusive Practice, Behavioral Health, and other issues related to school conditions for student learning * Consultants for private school equitable participation | * Substitutes for teachers not attending TIIA funded PD or not CSR teacher |
| 1. Supplies and Materials | * Supplies to be used ***strictly*** for HQPD such as books, software, instructional technology * HQPD Meeting supplies such as chart paper, pens, binders, easels | * Supplies to be used in the classroom or by students * Anything not directly connected to educators’ HQPD * Books, software, instructional technology for private schools * Evaluation system-related data systems to manage linking student-teacher data |
| 1. Travel (Conference & Course Registration) | * Conference registration for HQPD * Course reimbursement for HQPD * Private school allocation for HQPD * Expenses for transportation, per diem, and lodging if the costs are reasonable and necessary * Support for National Board certification * Career advancement opportunities for current staff members, such as paraprofessionals, who have worked in the community for an extended period of time, to support their efforts to gain the requisite credentials to become classroom instructors | * Meals unless included in registration fee for conference * Meals for school/district HQPD meetings |
| 1. Other Costs | * Memberships/Subscriptions for HQPD * 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 for HQPD * Space rental for HQPD |  |
| 1. Indirect  Costs | * District indirect cost rates can be found at [www.doe.mass.edu/Grants/essential.html](http://www.doe.mass.edu/Grants/essential.html) | * Indirect rate greater than the percentage assigned to district |
| 1. Equipment |  | * Equipment |

***\*Must be linked to measureable increases in student academic achievement produced by the efforts of that teacher or school leader***

**High Quality Professional Development activities are sustained (not stand-alone, 1-day, or short term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused.**

**Private Schools**

* **Must have meaningful consultation**
* **TIIA funds can only be used for HQPD**
* **Meet the specific needs of students enrolled in a private school, and not the school itself.**
* **District maintains control of funds: district pays consultants/registrations or reimburses individual educators for conference registration. Do not pay private schools directly.**

**Amendments**

* **Required for line item changes 10% or more**
* **Must be submitted at least 30 days prior to change**
* **To request an amendment, email** [TitleIIAGrants@doe.mass.edu](mailto:TitleIIAGrants@doe.mass.edu)