NCLB Title IIA Teacher Quality Reference Manual

Chicago Public Schools

August 2015

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NCLB TITLE II, PART A

NCLB Title II, Part A provides schools with money to reduce class size and improve the quality of teaching and principal leadership through teacher training/professional development. The priority focus is to use Title II Part A funds in ways most likely to produce positive results in teaching practice and the achievement of each student.

NCLB TITLE II DO’S AND DON’TS FOR USE OF FUNDS

Do’s

NCLB Title II: Fund 353-All expenditures must be supplemental to improve instruction by reducing class size and support professional development activities to improve the quality of teaching and principal leadership, and not supplant any non-Federal funds that would otherwise be used for authorized Title II, Part A activities:

- **Salaries** – Reduced Class Size teachers, Substitutes to release teachers to attend training, extended day to pay staff to attend training occurring outside of the regular school day, extended day to a school’s teacher to provide training, school staff that provide professional development services for teachers (i.e. coaches, curriculum coordinators.)

  o Examples of Reduced Class Size:

    ▪ Having two highly qualified teachers team teach in a single classroom for either part of the school day or the entire day.
    ▪ Hiring an additional highly qualified teacher for a grade level or grade span (e.g., providing three teachers for two 3rd grade classes) and dividing the students among the teachers for sustained periods of instruction each day in core academic subjects, such as reading and math.
    ▪ Hiring an additional highly qualified teacher who works with half the students in a class for reading or math instruction, while the other half remains with the regular classroom teacher (e.g., Push-in/Pull-out services).

  o Note Regarding Substitutes: Funds may be used to pay for substitute teachers only if (a) those regular classroom teachers they are replacing were hired with Title IIA funds to reduce class size or (b) the teachers are participating in Title IIA funded professional development programs or activities. This means that the professional development must be funded with Title IIA (i.e. conference fees, facilitator such as a consultant)

  o Help paraprofessionals, teachers, and principals get (advanced) education degrees

  o Provide training for paraprofessionals in core subject areas
• **Benefits** - Health, Pension, FICA, or other related benefits if applicable

• **Purchased Services** – consultants to provide training, registration and travel costs related training.

• **Supplies and Materials** – required for training including professional publications
  - **Food for Staff Activities** – Federal funds for “working lunch” if the lunch makes it possible to accomplish the agenda within a limited time frame. Consider whether such lunch is truly necessary and the cost reasonable, whether there is a genuine time constraint, and whether the work that will occur during the lunch is “substantive and integral to the overall purpose of the meeting.”

• **Equipment** – equipment required for training. Equipment can only be purchased for participants receiving the training i.e. laptops, tablets, projectors, smart boards, printers, cameras

• **Per Stevens Amendment**, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments, shall clearly state the Stevens amendment: “Funds for this activity were funded by NCLB Title I.”

**Don'ts:**

**NCLB Title II: Fund 353** - Funds cannot supplant, or take the place of locally funded expenditures that support salaries for required positions or professional development activities.

• **Salaries** – Salaries for required positions i.e. Assistant Principal, Clerk, Security, teacher/instructional assistant, Directors, Business Manager or Operations Manager, School Assistant, Substitutes for teachers who are not attending staff development activities, extended day to teachers who are not providing and/or attending training, costs related to non-professional development activities. i.e. assessment management, direct student services and/or support.

• **Purchased Services** - Contracts, travel and/or registration not related to professional development.

• **Supplies and Materials** – Supplies and material that do not support professional development i.e. janitorial supplies, instructional materials SUPPLIES FOR CLASSROOMS
**TIME AND EFFORT ATTESTATIONS**

Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document an after-the-fact determination the time and effort they spend within that program. The purpose of documenting time and effort is to ensure that federal funds were only charged for time actually worked on allowable cost activities and ensure that federal programs paid only their proportionate share of personnel costs. It is OMB Circular A-87 that requires a verification method of capturing funding source payments for all work performed/reimbursed be implemented for all schools who receive federal funds.

- **Are all sources of funds (federal such as Title I, Title II, Title III, IDEA, etc. and/or state such as SGSA and/or local) required to be listed on these forms?** No, only federal sources are required to be listed on the Attestations. Neither state nor local sources of funds should be reported on the Attestations.

- **Are consultants, tutors, stipends and/or substitutes required to be listed on these forms?** Yes, if their salaries are reimbursed from federal funding sources, then please list their names on the Single Federal Source Attestation. These forms will also report after school and extended day employees whose salaries originate from federal funding sources.

Please be advised that there are two types of Attestations: Single Federal Funding Source and Multiple Federal Funding Source. All staff whose salaries are reimbursed from only one federal funding source are listed on the Single Source Funding Attestation, as compared to staff whose salaries are reimbursed from two or more federal funding sources – their names will be listed on the Personal Activity Reports and will be asked to submit hours worked by day per month on their forms.

Chicago Public Schools prepares and distributes Attestations on a semi-annual basis, covering the time periods of July 1 through December 31 and January 1 through June 30.

Should there be any questions please feel free to contact Karl Ross, Office of Budget and Grants Management, Chicago Public Schools at 773.553.3897 or kcross2@cps.edu.

**DESCRIPTION OF PROGRAM AND ACCOUNT NUMBERS FOR USE IN BUDGETING NCLB TITLE II, PART A FUNDS**

Major considerations in federal program development are rules and regulations governing expenditures. All programs funded under Title IIA must adhere to their respective requirements (Title II, Part A: The General Education Provision Act (GEPA), 20 U.S.C. 1221-1234i and Federal Non-Regulatory Guidance)

The following descriptions for program and account numbers are to be used when developing and amending Title IIA:

- **Equipment and Furniture** – Equipment that does not support professional development i.e. Copiers, Desktop Computers
Description of Account Numbers

111050 – Reduced Class Size K-3 (RCS K-3)

This program allows local schools to reduce the number of students being served in grades K through 3. Generally, the manner in which the school reduces class size should result in a meaningful reduction for all students in the grade level on a regular basis. This supplementary program enables teachers to facilitate learning experiences not possible in regular classroom settings. These learning experiences may include individualized instruction, greater time on task for students, and/or flexible and diversified groupings.

111051 – Reduced Class Size 4-5 (RCS 4-5)

This program allows local schools to reduce number of students being served in grades 4 through 5. Generally, the manner in which the school reduces class size should result in a meaningful reduction for all students in the grade level on a regular basis. This supplementary program enables teachers to facilitate learning experiences not possible in regular classroom settings. These learning experiences may include individualized instruction, greater time on task for students, and/or flexible and diversified groupings.

111112 – Reduced Class Size K-8 (Push-In / Pull-Out Services) (RCS K-8)

This program allows local schools to reduce the number of students being served in grades K-8 by offering Push-in/Pull-out services in core academic subjects. The District has the flexibility to explore these methods for reducing class sizes, provided that highly qualified teachers are used:

- Hiring an additional highly qualified teacher to provide push-in/pull-out services is required to work with half the students in a class in core academic subjects i.e. reading or math, while the other half remains with the regular classroom teacher.

Generally, the manner in which the District reduces class size should result in a meaningful reduction for all of the students in the class on a regular basis. Research shows that “pull-out” programs involving reducing class size by only a handful of students, or sporadic reduction of class size, are less likely than other methods of class-size reduction to result in increased achievement for students. Please note: Students cannot be pulled-out for the entire class period.

112007 –Reduced Class Size Middle Grades Specialization

This program is part of the Middle Grades Specialization initiative. This program allows local schools to reduce number of students being served in grades 5 through 8. Generally, the manner in which the school reduces class size should result in a meaningful reduction for all students in the grade level on a regular basis. This supplementary program enables teachers to facilitate learning experiences not possible in regular classroom settings. These learning experiences may include individualized instruction, greater time on task for students, and/or flexible and diversified groupings.
113046 – Reduced Class Size HS (RCS HS)

This program allows local schools to reduce number of students being served in grades 9 through 12. Generally, the manner in which the school reduces class size should result in a meaningful reduction for all students in the grade level on a regular basis. This supplementary program enables teachers to facilitate learning experiences not possible in regular classroom settings. These learning experiences may include individualized instruction, greater time on task for students, and/or flexible and diversified groupings.

119062 – Other Instructional Programs Foreign Languages (OIP Foreign Languages)

Foreign Language – With the exception of Language Academies programs, programs in foreign languages at the elementary school level are supplementary and occur during the regular school day.

119065 – Other Enrichment Programs Music (OEP Music)

Music – This program is designed to provide additional music instruction to assist regular classroom during the regular school day. Student selection for participation is determined by local school needs and the program designed to increase the awareness and appreciation of music.

119066 – Other Enrichment Programs Art (OEP Art)

Art – This program is designed to provide additional art instruction to assist regular classroom teacher during the regular school day. Student selection for participation is determined by local school needs and the program designed to increase art awareness and appreciation.

221307 – Staff Development (SD)

This program is designed to provide staff development activities at the local school level. Staff in-services may vary from school to school depending on priorities, and may focus on such topics as core curriculum and classroom management. This program includes lead teachers who spend 100% of their time on coaching, curriculum development and/or professional development. The school will coordinate the activities and expenditures.

221241 – Area Based Professional Development (APD)

This program supports professional development activities recommended by the school's Network Chief.

Description of Account Numbers

51100 – Teacher Regular Salary (TCH)

Amounts paid to teachers for supplemental services rendered during the regular school day.

51130 – Teacher Extended Day Salary (TEX)

Amounts paid to teachers for professional development activities rendered outside the regular school day.
51500 – Substitute Services (SUB)

Amounts paid to substitute teachers to assume responsibilities during the school day for absent Title IIA-funded self-contained classroom teachers, including services provided to release teachers for professional/curriculum development.

52130 – ESP Extended Day Salary (EEX)

Amounts paid to educational support personnel for professional development activities rendered outside the regular school day.

52140 – Miscellaneous Payroll (MP)

Amounts paid to non-board employees providing professional/curriculum development and coaching services to the school on a part-time basis.

53304 – Instructional Materials Digital (IMD) - NEW

Amounts paid for prescribed digital instructional materials which are purchased to support professional development activities. Digital instructional materials are non-printed or technology-based. This category includes all electronic or technology based materials such as digital textbooks, workbooks and other educational resources. Please note: This category does not include instructional software licenses.

53305 – Instructional Materials Non-Digital (IM)

Amounts paid for prescribed non-digital, tangible instructional materials which are purchased to support professional development activities.

53306 – Software Non-Instructional (SW)

Amounts paid to purchase computer software and licensing renewal (e.g. Microsoft Office, Oracle, Adobe, PeopleSoft, IMPACT, etc.), license fees and software maintenance. Please note: This category does not include instructional software licenses.

53307 – Software Licenses Instructional (SWI) - NEW

Amounts paid for instructional software licenses and, renewals and license fees for a defined period of time that expires within the specified period of time.

53405 – Supplies (S)

Amounts paid for consumable supplies and equipment with an item cost of less than $500.00 used for professional development only. Please note: Federal funds for “working lunch” if the lunch makes it possible to accomplish the agenda within a limited time frame. Consider whether such lunch is truly necessary and the cost reasonable, whether there is genuine time constraint, and whether the work that will occur during the lunch is substantive and integral to the overall purpose of the meeting.
54105 – Services: Non-technical/Laborer Services Non-technical Services Contractual Services (CS) UPDATED

Amounts paid for identified as contractual non-technical services contracts provided by an individual or company. Service on contracts Non-technical services includes new construction and major renovations at school units. This object may also be used for window washing, custodial services, landscaping services, busing services and temporary personnel contracts.

54125 – Services Professional, Administrative, Technical Services: Professional and Technical Consultants (C) UPDATED

Professional services provided by an individual person or company for purposes such as staff development

54505 – Seminars, Fees, Subscriptions, and Professional Memberships (A)

Amounts paid to cover the following: registration fees for professional development; educational magazine and publication subscriptions; and professional organization membership fees.

54205 – Travel Reimbursement (T)

Amounts paid to cover the cost of air or ground travel, hotel accommodations and meals associated with professional development workshops and/or conference travel for school staff. CPS board policy prohibits employees from receiving hotel reimbursement for accommodations in Chicago.

54305 – Tuition Reimbursement (TU)

Amounts paid to reimburse teachers and educational support personnel for credits earned at an institution of higher education to meet highly qualified requirements under NCLB. Teachers also may be reimbursed for credits earned to obtain certificate endorsements.

55005 – Furniture and Equipment (E)

Amounts paid to purchase equipment (only) with an item cost of $500.00 or more used for professional development activities.

57705 – Space Rental (SR)

Amounts paid to rent locations to host professional development workshops for staff.