**Title II, Part A: Quick Reference Guide – Fund Code 140**

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

**Priorities of Title IIA:**

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.
5. Support key district and school improvement initiatives **in coordination with** other federal grant funds and state and local resources so initiatives and their impact **are sustained** beyond the life of individual sources of funding.

| Categories | Allowable Costs | Unallowable Costs |
| --- | --- | --- |
| 1. Administrator Salaries | * Program Administrator/Grant Manager/Professional Development Coordinator – only the portion of the salary dedicated to Title II, Part A administration * 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](http://www.doe.mass.edu/research/reports/2017/12class-size.docx) * 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 the portion of salary dedicated to Title II, Part A support | * Entire salary unless the individual’s entire responsibility is Title II, Part A |
| 1. Stipends | * Stipends for mentors or individuals serving as supervising practitioners to student teachers * Stipends to provide professional development, training, resources to teach/train on how to design, develop, align, map, or revise curriculum or assessments * 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 * Stipends to develop, align, map, or revise curriculum, or assessments |
| 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 * Contractual services not approved by DESE in budget * Training in the use of a dangerous weapon |
| 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 | * Meals unless included in registration fee for conference * Meals for school/district HQPD meetings * Out-of-state travel not approved by DESE |
| 1. Other Costs | * Memberships/subscriptions for HQPD * 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 for HQPD * Space rental for HQPD |  |
| 1. Indirect Costs | * District [indirect cost rates](http://www.doe.mass.edu/Grants/essential.html) | * Indirect rate greater than the percentage assigned to district |
| 1. Equipment |  | * Equipment |

***\*Must be linked to measurable 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.

**Amendments**

* Required when there is any significant change in program objectives; any increase or decrease in the total amount of the grant; an increase in a line of the budget that exceeds $100 or 10% of the line (whichever is greater), or exceeds $10,000.
* **For grants administered via EdGrants,** request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. **Please only request an amendment when you are ready to submit the amendment in EdGrants.**
* **Amendments for grants administered through the new Grants for Education Management System (GEM$)**,i.e., FY24 FC 140, should be processed in GEM$.

**Supplement not Supplant in Title IIA**

* Title IIA 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 IIA expenses, in addition to being allowable, have to be necessary and reasonable. § 200.403(a)

**Private Schools**

* Must have meaningful and timely consultation in the spring.
* TIIA funds can only be used for HQPD.
* Must 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.
* Districts do not pay private schools directly.