

## (C2) Collaboration of Professional Development Planning

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for the Title IIA program.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the Title II, Part A program should refer to the full text of the regulations which govern the use of these federal funds, which can be found at under the Elementary and Secondary Education Act and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

### **Definitions:**

No unique terms need defining for this monitoring item.

### **Statutory Requirements:**

Elementary and Secondary Education Act (ESEA) - Sec. 2102(b)(3)

### **State Guidance:**

In accordance with Sec. 2102(b)(3) of ESEA, the SAU may show evidence of collaboration on professional development topics with the listed stakeholders in the past year. They may also share the results of any needs assessments done with staff to determine professional development topics. A list of professional development activities carried out under Title IIA should connect with the needs determined through the needs assessments and collaborative meetings. If that connection is not clear, the SAU may also provide a written explanation for the connection.

If Title IIA funds were not used to carry out professional development activities, "N/A" may be chosen for this item.

### **Relevant Documentation:**

- Collaborative meeting participant list and minutes that identifies the stakeholders represented and needs that were discussed
- Staff Needs Assessment results on topics for professional learning
- List of professional development activities carried out under Title IIA

**Technical Assistance:**

Please feel free to contact your [ESEA Regional Program Manager](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.