



## TITLE II, PART A:

PREPARING, TRAINING, AND RECRUITING HIGH-QUALITY TEACHERS, PRINCIPALS, AND OTHER SCHOOL LEADERS

### ESEA Federal Program Spending Snapshot

All federally-funded program costs must be:

- (1) **Reasonable:** consistent with prudent business practice and comparable current market value;
- (2) **Necessary:** required to carry out the intent and purpose of the Title II, Part A program; and
- (3) **Allocable:** chargeable or assignable in accordance with relative benefits received.

In addition, costs must be aligned with generally accepted accounting principles (GAAP) and adequately documented and budgeted within the grant.

**Supplement vs. Supplant:** Title II funds must be used to supplement (increase the level of services) and not supplant (replace) funds from non-federal sources. Any program activity required by state law or local board policy may not be paid with these funds. State or local funds may not be decreased or diverted for other uses merely because of the availability of these funds. District and school personnel must maintain documentation that clearly demonstrates the supplementary nature of these funds. The federal supplement, not supplant, provision is intended to ensure that services provided under Title II, Part A are in addition to, and not in place of, local funds if Title II funds were not available.

In determining whether a particular use of funds would violate the non-supplanting requirement, SEAs and LEAs should consider matters such as whether the cost involved is currently paid for using State or local funds or whether the cost involved is for an activity that is required by State or local law. The SEA or LEA may not decrease the amount of State or local funds used to pay the cost of an activity simply because of the availability of Title II funds.

### Title-Specific Expenditures

**Professional Development: Activities that are evidence-based and “sustained (not stand-alone, 1-day, or short-term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused.”** [\(8101 \(42\)\(b\)\)](#)

Allowable Uses of Grant Funds	Unallowable Uses of Grant Funds
<ul style="list-style-type: none"> <li>✓ Substitutes for teachers, principals, or other school leaders to attend professional development</li> <li>✓ Tuition reimbursement costs (paid to staff for staff development) above and beyond what is required by collective bargaining agreements and budgeted for locally</li> <li>✓ Tuition paid directly to a college/university above and beyond what is required by collective bargaining agreements and budgeted for locally</li> <li>✓ Purchased services for professional development of teachers, principals, and other school leaders (as defined as those who spend 50% of their time working in a school building as a teacher or school administrator) to improve content knowledge and classroom practice</li> <li>✓ Expenses for transportation, per diem, and lodging, if the costs are reasonable and necessary</li> </ul>	<ul style="list-style-type: none"> <li>X Food, meals, drinks for professional development (including working lunches)</li> <li>X Direct reimbursement to private, nonpublic schools</li> <li>X Professional training of religious or political nature</li> <li>X Equitable services PD that meets the needs of a private school, or the general needs of the students enrolled in the private school. Professional training for private schools must meet the specific needs of students enrolled in a private school and not the school itself.</li> <li>X Out-of-country workshop (requires prior written approval from Maine DOE)</li> <li>X Professional development for anyone other than teachers, principals, and other school leaders</li> </ul>

<ul style="list-style-type: none"> <li>✓ Equitable services for private schools</li> <li>✓ Stipends for teachers, principals, or other school leaders to lead or participate in workshops or training outside of contracted hours</li> <li>✓ Out-of-state workshop (if it is not being offered locally)</li> <li>✓ Conference registration costs for Title II-funded professional development activities</li> <li>✓ Professional development memberships or subscriptions</li> <li>✓ Professional development about curriculum</li> </ul>	<ul style="list-style-type: none"> <li>X Tuition or tuition reimbursements required by collective bargaining agreements and budgeted for locally</li> <li>X One-day or short-term conferences or workshops unconnected to teacher growth plans and/or district/school high needs areas</li> <li>X Other costs related to developing new curriculum or revising existing curriculum</li> </ul>
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***Instructional and Administrative Support:***

Allowable Uses of Grant Funds	Unallowable Uses of Grant Funds
<ul style="list-style-type: none"> <li>✓ Academic/instructional coaches</li> <li>✓ Program administrator, grant manager, professional development coordinator salaries for the portion that provides direct support of Title II allowable activities (ESEA Coordinator)</li> <li>✓ Salaries for effective teachers for evidence-based class-size reduction</li> </ul>	<ul style="list-style-type: none"> <li>X Salaries for regular classroom teachers</li> <li>X Salaries for paraprofessionals, tutors, and interventionists</li> <li>X Base pay for principals (contract hours)</li> </ul>

***Recruitment and Retention Activities:***

Allowable Uses of Grant Funds	Unallowable Uses of Grant Funds
<ul style="list-style-type: none"> <li>✓ Cost of state tests to fulfill additional teaching certificate endorsement requirements</li> <li>✓ Recruitment, retention, mentoring, and induction costs</li> <li>✓ Advertising to recruit effective educators</li> <li>✓ Job fairs and other recruitment events</li> </ul>	<ul style="list-style-type: none"> <li>X First year teacher mentors, as required under state law</li> <li>X Recruitment and retention costs for private schools</li> <li>X Costs of state tests for initial teacher certification</li> <li>X Costs of state teacher certification or recertification</li> <li>X Professional development solely for recertification purposes</li> </ul>

***Materials, Supplies, and Equipment:***

Allowable Uses of Grant Funds	Unallowable Uses of Grant Funds
<ul style="list-style-type: none"> <li>✓ Supplies or materials to be used strictly for professional development, such as books or instructional resources, directly connected to Title II-funded professional development activities</li> <li>✓ Portion of software or digital content used as part of a Title II-funded professional development activity</li> <li>✓ Professional development activity supplies, such as printing or copying, chart paper, pens, binders,</li> </ul>	<ul style="list-style-type: none"> <li>X Supplies and materials for classroom for student use</li> <li>X Equipment (hardware, computers, or other devices) not related to training activities or for student use</li> </ul>

<p>easels, folders and other supplies, directly connected for use of Title II-funded professional development activities</p> <p>✓ Periodicals, online subscriptions, and software license fees necessary for PD</p>	
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**Other:**

Allowable Uses of Grant Funds	Unallowable Uses of Grant Funds
<ul style="list-style-type: none"> <li>✓ Professional development regarding the implementation of the district's selected evaluation and support system for teachers, principals, or other school leaders, so long as that system includes some measure of student achievement</li> <li>✓ In-service training for all school personnel to understand when and how to refer students affected by trauma, and children with, or at risk of, mental illness</li> <li>✓ In-service training for all school personnel to address issues related to school conditions for student learning, such as safety, peer interaction, drug and alcohol abuse, and chronic absenteeism</li> <li>✓ Professional development that supports the instructional services provided by effective school library programs</li> <li>✓ Indirect costs per restricted rate identified for the district</li> </ul>	<ul style="list-style-type: none"> <li>X Professional development regarding the implementation of the district's selected evaluation and support system for teachers, principals, or other school leaders, if the system <b>does not</b> include some measure of student achievement</li> <li>X Staff educational expenses that are <b>not</b> part of larger, more formal professional development activities (IE museum admissions, book purchases, etc.)</li> <li>X Social events, recreation, entertainment, non-educational trips, etc.</li> <li>X Fundraising, raffles, prizes, gifts, and awards</li> <li>X Promotional items such as T-shirts, caps, tote bags, imprinted pens and keychains, souvenirs, and incentives</li> <li>X Building construction, structural alterations, building maintenance, and/or repairs</li> </ul>