

# TITLE II PROFESSIONAL DEVELOPMENT GUIDELINES

PLEASE REVIEW ALL GUIDELINES PRIOR TO CONDUCTING TITLE II PROFESSIONAL DEVELOPMENT ACTIVITIES. IF YOU HAVE ANY QUESTIONS, YOU MAY CONTACT TAMMIE COX OR DELAINE GUICE AT 432-5253.

ALL SUBMISSIONS ARE TO BE DIRECTED TO DELAINE GUICE AT THE OUACHITA PARISH SCHOOL BOARD CENTRAL OFFICE. YOU SHOULD KEEP COPIES OF ALL SUBMISSIONS ON FILE AT YOUR SITE.

Professional Development activities must:

- be data driven
- be aligned with district and/or school goals for academic improvement
- incorporate evidenced based strategies
- be designed to produce measureable academic outcomes
- include adequate time for learning to take place

Some suggested areas of focus:

- literacy across the curriculum
- classroom assessments
- best practices for instruction
- Louisiana Student Standards in content areas
- the use of data and assessments to inform and instruct classroom practices
- differentiating instruction
- working more effectively with student subgroups
- instructional technology

## SITE BASED TITLE II PROFESSIONAL DEVELOPMENT (PD) ACTIVITIES

1. Having selected an area of focus, the Title II contact should complete and submit the **Title II PD Activity Proposal (tab 3)**. Proposed payment of all employees must follow the **Ouachita Parish School System Professional Development Compensation Guidelines (tab 3)**. If the PD activity is conducted during “on-the-clock” hours, ALL participants **MUST** complete **Ouachita Parish School Board Professional Leave Requests (Sample tab 4)** *even if a substitute is not required*, and the completed forms must be submitted to the Title II office with your **Title II PD Activity Proposal (tab 3)**. Your **Title II PD Activity Proposal**

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(**tab 3**) will be processed *when the completed professional leave forms are received* by the Title II office. This helps us to ensure that the schools' Title II funds pay for the substitutes for these activities as well as the forms serving records of participants' professional development activities.

2. When materials are needed for the PD activity, the Title II contact should complete and submit a **Ouachita Parish School Board Purchase Requisition (Sample tab 5)** with the **Title II PD Activity Proposal (tab 3)**. Materials **MUST** be used during the activity to enhance the delivery of content and/or strategies in the core content areas. Money **CANNOT** be spent on office supplies such as pens, paper, folders, etc., OR for classroom sets of materials. After you have been notified that your **Title II PD Activity Proposal (tab 3)** has been approved, the Title II office will process the purchase requisition and the materials will be ordered. You must submit your proposal and requisition early enough in advance of your PD activity to allow time for the processing ordering and delivery of materials (may take up to 6 weeks or longer).
3. After receiving notification of approval from the Title II office for the activity, you may continue with your PD activity. **TITLE II SIGN-IN SHEET(S) MUST BE USED FOR ALL TITLE II PD ACTIVITIES**. The **Title II Sign-In Sheet Form A (tab 6)** MUST be used when the PD activity is conducted during "off-the-clock" hours, no lunch and a stipend will be paid. The **Title II Sign-In Sheet Form B (tab 6)** MUST be used when the PD activity is conducted during "off-the-clock" hours, with lunch and a stipend will be paid. Once again please keep in mind that the payment of participants must follow the **Ouachita Parish School System Professional Development Compensation Guidelines (tab 3)**. The **Title II Sign-In Sheet Form C (tab 6)** MUST be used when the activity is conducted during "on-the-clock" hours or the decision has been made not to pay a stipend for an activity conducted during "off-the-clock" hours.
4. Participants should receive a **Title II Agenda (Sample tab 6)** on school/school board letterhead at the beginning of the PD activity that includes the following: name of the PD activity, date, location, beginning and ending times, name(s) of presenter(s) and/or facilitator(s), and a list of specific activities. Agendas including this information can serve as the documentation of PD activities for the participants.
5. At the conclusion of the PD activity, all participants are to complete **Title II Evaluations (tab 6)**. More than one copy of the form may be used to reflect all of the sessions selected during a day of PD if necessary.
6. Within a week of completion of the PD activity, the Title II contact must submit the following documentation to the Title II office:
  - original **Title II Sign-In Sheet(s) Form A, Form B or Form C (tab 6)**
  - copy of the **Title II Agenda (Sample tab 6)** for the activity
  - copy of the handout/s and/or participant product/s
  - copies of **Title II Evaluations (tab 6)**

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*Only upon receipt of this documentation will items requiring payment be processed.*

7. Title II federal guidelines require follow-up to ensure classroom implementation of the information obtained through Title II PD activities. This should be documented by each participant on a **Title II Implementation Form A** or **Form B (Samples tab 7)**. Upon receipt in the Title II office of the PD activity documentation listed in #8, the Title II office will provide the Title II contact at the site orange folders containing **Title II Implementation Form A** or **Form B (Samples tab 7)**. The Title II contact will issue the folders to the participants. The folders are to be collected by the Title II contact (within 6 weeks of the PD activity), reviewed and signed by a school administrator, and then return the folders to the Title II office.

#### TITLE II PROFESSIONAL DEVELOPMENT (PD) ACTIVITIES INVOLVING TRAVEL

8. All Title II travel must be aligned with the district and/or school's goals for academic improvement and must follow the guidelines in the **Ouachita Parish School Board Travel Policy (tab 8)**. We recommend that the Title II Contact has the participant review the **Ouachita Parish School Board Travel Policy (tab 8)** so that he/she is familiar with all of the guidelines. The Title II contact must submit a completed **Ouachita Parish School Board Travel Authorization Request (tab 9)**, **Ouachita Parish School Board Professional Leave Request (Sample tab 3)**, **Title II Travel Agreement (tab 9)**, as well as a printed description and agenda for the proposed PD activity in order for the process for approval to begin.
9. Title II can ONLY pay the "cheapest" registration.
10. Keep in mind that meals and mileage CANNOT be prepaid and Title II WILL NOT reimburse the school for meals and/or mileage—only the traveler. The only exception to this is that mileage WILL be reimbursed to the school IF a school vehicle is used and it is requested. Should your school elect to request Title II to prepay for pre-travel expenses (registration, hotel, and/or airfare), the **Title II Prepayment Form (tab 9)** must be submitted with pre-travel documents referenced in #10. In addition to the **Title II Prepayment Form (tab 9)** the applicable **Advance Payment Request Form(s) (page 20, 21, 22 of tab 8)** must be submitted with the pre-travel documentation referred to in #10.
11. You must receive an APPROVED copy of the completed **Ouachita Parish School Board Travel Authorization Request (tab 9)** from the Title II office BEFORE proceeding with any travel arrangements or obligating any Title II funds.
12. Upon receiving approval from the Title II office, the Title II contact may proceed in assisting the participant with making travel arrangements. Continue to follow the guidelines of the

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**Ouachita Parish School Board Travel Policy (tab 8)** and the Title II Professional Development binder.

13. We recommend that the Title II Contact has the participant review the **Ouachita Parish School Board Travel Expense Reimbursement Report (tab 9)** PRIOR to travel so that he/she will retain the proper information/documents required for reimbursement during his/her travel.
14. Participants must complete the **Title II Travel Log (tab 10)** *EACH DAY* while attending the PD activity. More than one copy of the form may be used to reflect all of the sessions attended in one day if necessary.
15. Upon returning from Title II travel, the traveler must submit the required travel documentation on the **Ouachita Parish School Board Travel Expense Reimbursement Report (tab 9)**, the reimbursement documentation required by the *Ouachita Parish Travel Policy (tab 8)* (hotel receipt with \$0.00 balance, original nametag, original agenda, registration receipt, parking receipts, shuttle/taxi receipts, etc.), the **Title II Travel Log (tab 10)**, a **Title II Redelivery PD Activity Proposal (tab 11)**, and an original **Contracted Services form(s) (tab 4)** for redelivery (if applicable), *WITHIN A WEEK of his/her return in order for the reimbursement process to begin.*
16. Title II federal guidelines require follow-up to ensure classroom implementation of the information obtained through Title II PD activities. This should be documented by each participant on a **Title II Implementation Form A** or a **Form B (Samples tab 7)**. Upon receipt in the Title II office of the PD activity documentation listed in #17, the Title II office will provide the Title II contact at the site orange folders containing the **Title II Implementation Form A or Form B (Samples tab 7)**. The folder(s) is to be issued to the traveler(s), collected by the Title II contact (within 6 weeks of the PD activity), reviewed and signed by a school administrator, and then return the folder(s) to the Title II office.
17. Title II federal guidelines requires redelivery of the information gained during Title II PD activities. Immediately following the redelivery agreed on in the Title II Travel Agreement (tab 9) and the **Title II Redelivery PD Activity Proposal (tab 11)**, submit the following to the Title II office:
  - original **Title II Sign-In Sheet(s) Form A, Form B or Form C (tab 6)** for the redelivery
  - copy of the **Title II Agenda (Sample tab 6)** for the redelivery
  - copy of the handout(s) for the redelivery
18. Federal guidelines require any purchase of materials or contracted services greater than \$3,000 must go through the competitive process. This process is described on the **Title II Grant Requirements for Professional Developments Over \$3,000 Form (tab 12)**. You must consult with Title II before you proceed to this process.

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