



Charter School Administrative Office

1111 Bishop Street, Suite 516 Honolulu, Hawaii 96813 Tel: 586-3775 Fax: 586-3776

Memorandum

2008-09 Title IIA Funds

Aloha kākou,

Because fewer teachers than expected applied for Title IIA funds in SY2007-08, we are left with a sizeable carryover into SY 2008-09. Therefore, we are increasing the per-person cap on SY 2008-09 Title IIA funding awards to teachers, para-educators and administrators to **\$3000** per individual. In alignment with the State's Title IIA plan, which was approved by the US-DOE, the funding priority for public charter schools remains the same as last year -- **to provide support for teachers and para-educators to attain NCLB-defined "Highly Qualified" status.**

However, while the State's plan focuses only on non-HQ teachers, CSAO has been asked by charter schools also to support on-going professional development for already-HQ teachers. Thus we have developed two application forms: one for those pursuing HQ status and another for those who already have attained HQ status. Again, funding priority will be given to those working toward attaining HQ status.

Enclosed are the application forms to be used this school year. These forms can be used by teachers, para-educators and administrators.

For teachers and instructional para-educators pursuing NCLB-defined "Highly Qualified" status: up to \$3000 is available in SY 2008-09 to support professional development activities that directly lead to attaining "Highly Qualified" status. Examples include college courses toward a degree, and PRAXIS prep classes and test fees. Information on how to attain NCLB-defined "Highly Qualified" status can be found on the web at:

doe.k12.hi.us/teacherquality/index.htm.

Information on how para-educators can attain HQ status can be found on the web at: rccs.h12.hi.ua/ea/index.htm.

When requesting Title IIA funds toward attaining NCLB-defined HQ status, please use the **"nonHQT Title IIA Request"** form. Page two of the application is the professional development plan. Page three is labeled "ATTACHMENT A" and documents the specific activities for which funding is being requested. Both forms must be signed by the teacher and the Principal/Director.

For administrators, HQ teachers, and HQ instructional para-professionals: up to \$3000 is available in SY 2008-09 to support continuing professional development activities in one or more of the following areas:

- a) the teacher's HQ subject area
- b) strengthening instructional skills
- c) strengthening administrative skills

The Professional Growth Experience matrix from the HTSB (attached as a PDF) will be used as a guide in identifying the types of activities that support ongoing professional development for educational professionals. The form entitled **"HQT Title IIA Request"** contains the application for Title IIA funds to be used by administrators, HQ teachers and HQ para-educators. Page two is the HQT documentation form for para-educators, page three is for teachers. Page four is labeled "ATTACHMENT B" and documents the specific activities for which funding is being requested. Both forms must be signed by the teacher/para-educator and the Principal/Director.

We sincerely hope that more teachers and para-educators will make use of Title IIA funds this year and ask all Directors to assist their teachers to become HQ by being pro-active in getting the word out about the availability of these funds. This is especially important for non-HQ teachers. While the available funding cannot cover the complete cost of a professional education, it can significantly offset the costs – but only if eligible teachers apply for it!

As always, feel free to contact Corinna or DeAnn with any questions regarding Title IIA funds or the application forms.

Mahalo.