

## Title IIA

### Contact for the Archdiocese of Cincinnati

**Primary Contact:** Linda Thompson  
Catholic School Government Programs Office (CSGPO)  
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## Title IIA Policies for the Archdiocese of Cincinnati

The Catholic schools in the Archdiocese of Cincinnati participate in the Title IIA funding program through an Archdiocesan consortium. The following policies are developed to ensure equitable usage of available funds to all our schools.

1. Title IIA funds are used for professional development activities for educators only. (Parish staff, tech coordinators who do not teach students are not eligible.) Included are all content specific areas in math, science, reading/language arts, social studies, technology, and special needs.
2. Workshops, in-services, seminars and conventions are limited per teacher annually depending on fund availability, ***approval by the principal***, and CSGPO\*. ***Principal approval should be noted on the registration form.***
3. Only registration fees are paid, not membership fees, college credit fees, hotel, or air travel. If the workshop provider includes a membership fee with the registration fee, a check for the membership fees, made payable to the Workshop Provider, must be mailed with the registration paperwork to the attention of Linda Thompson. i.e. OCTM, SECO.
4. On-line courses will now be allowable under Title IIA with Archdiocesan and Principal pre-approval. Refer to the CSO website, Government Programs, Title IIA, On-line Policies and Procedures.
5. If a stipend is offered to participants, Title IIA will not pay for the registration fees.
6. Title IIA funding will cover professional development costs with a minimum of \$50.00 to a maximum of \$400.00 per teacher; maximum for principals is \$500.00. Anything under \$50.00 will not be processed. (Requests above the maximum will be considered on a case by case basis).
7. For Title IIA workshops offered and funded by the Archdiocese, teachers are responsible for payment of CEU's and lunch fees (if applicable). Failure to follow cancellation procedures will result in the teacher being responsible for the cancellation fee that is posted on the registration flier.
8. Teacher led workshops, with principal approval, are encouraged. The guidelines are posted on the CSO website, Government Programs, Title IIA section.
9. The use of Title IID funds are available through your district fiscal agent to pay for professional development in technology. If IID funds are available, these funds must be used first for the SOITA or eTech Conference. Use of Title IIA funds will count toward the teacher's allocation.

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## Title IIA Policies for the Archdiocese of Cincinnati - continued

10. Whole School/Cluster Workshop: Title IIA funds are available for clusters or groups of schools to use for professional development. A group can apply for a maximum of \$1000 as a stipend for a presenter through the consortium. (Additional funding will be considered on a case by case basis). A “Whole School/Cluster Workshop” application is on the CSO webpage, Government Programs, under Title IIA. A minimum of 2-3 schools with at least 25 participants is required for this request. Pre-approval from the CSGPO is required. A participant sign in sheet must be submitted to Linda Thompson in the CSGPO office at the conclusion of the workshop. Participating schools (as a whole) can only request the \$1000 one time per school year.
11. Summer workshop (July-August) guidelines are on the CSO webpage, Government Programs, under Title IIA.
12. Requests for funds must be processed through the CSGPO. The specific procedures are on the following page. Generally, reimbursements are unable to be processed through our fiscal agent. A purchase order must be in place before the service is rendered.
13. Notification of non-participation in a paid professional development activity must be made to Linda Thompson as soon as possible in order to avoid cancellation fees which are not covered by the Title IIA grant.

If there is a professional development activity that you know is covered by Title IIA funds:

1. Complete the workshop registration form provided by the vendor (**DO NOT REGISTER YOURSELF – THERE IS NO REIMBURSEMENT!**), and *once you have principal approval*, fax/mail with the documentation of costs, description, dates, sponsoring agent and address to:  
Archdiocese of Cincinnati  
Attn: Linda Thompson  
Catholic School Government Programs Office  
100 East Eighth Street  
Cincinnati, Ohio 45202  
800.686.2724 or 513.421.3131 ext 2726 Fax: 513.421.7999
2. If you wish to be notified that your registration has been received and processed in the school office, please include your email address. You should get your official confirmation from the workshop provider.
3. If there is a question about whether Title IIA will cover the professional development activity, call Linda Thompson **before you mail/fax the registration to the CSGPO**. If approved, follow the above instructions for your request.
4. Please observe deadlines. Processing registrations takes approximately FIFTEEN (15) days. Therefore, the registration materials must be in the office to Linda at least FIFTEEN (15) days prior to a given event. Paperwork takes time to process between the CSGPO, Hamilton County, and the workshop provider.
5. Requests for funds must be processed through the CSGPO. Generally, reimbursements are unable to be processed. A purchase order must be in place before the service is rendered.
6. The final deadline for all Purchase Order Requests is 4/15 (This includes workshops being held from 4/15-6/30).
7. Summer workshop (July-August) guidelines are on the CSO webpage, Government Programs, under Title IIA.

### Definitions

**Special Needs:** professional development that is designed to ensure an equitable and quality education for girls, young women, minorities, limited English proficient students, individuals with disabilities, and the economically disadvantaged to achieve challenging state content standards and challenging state student performance standards.

**Thank you for your assistance and cooperation  
while we help you receive funding to support the professional development  
of the educators in our Catholic schools.**