



Matthew D. Thompson, Ed.D., Superintendent  
Alice Anderson, Chairperson  
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High Expectations + Compassion = Growth for Every Student

Carmela Fletcher-Green, Board Member  
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Sharon Smith-Breiner, Board Member

## **Title III Expenditure Procedures**

*Title III funds may be used for the following purposes:*

1. Providing effective language instruction educational programs (LIEPs) that meet the needs of ELs and demonstrate success in increasing English language proficiency and student academic achievement.
2. Providing effective professional development to classroom teachers (including teachers in classroom settings that are not the settings of LIEPs), principals and other school leaders, administrators, and other school or community-based organizational personnel, that is:
  - o Designed to improve the instruction and assessment of ELs,
  - o Designed to enhance the ability to understand and implement curricula, assessment practices and measures, and instructional strategies for ELs,
  - o Effective in increasing children's English language proficiency or substantially increasing the subject matter knowledge, teaching knowledge, and teaching skills of such teachers, and
  - o Of sufficient intensity and duration (which shall not include activities such as 1-day or short-term workshops and conferences) to have a positive and lasting impact on the teachers' performance in the classroom.
3. Providing and implementing other effective activities and strategies that enhance or supplement language instruction educational programs for ELs, which must include parent, family, and community engagement activities, and may include strategies that serve to coordinate and align related programs.

As with all Title III costs, these three required Title III EL activities – effective LIEPs, effective professional development, and effective parent, family, and community engagement activities – must be supplemental to state and locally funded programming the LEA is delivering to meet its civil rights obligations to EL students.

### **PURCHASING PROCESS:**

Fillable Requisition Forms are available on the district website or each school office. (Be as detailed as possible in the description of your items on your requisition.)

Please fill out the Requisition Form completely.

Completed requisition will be sent to the district Title III contact for approval and coding. (District contact will ensure all purchases have been listed and part of district's Title III GMAP application.)

District Title III contact will send Requisition to appropriate account clerks for processing.

\*Approved purchase orders are required to be able to make a purchase. DO NOT order or buy anything before you have an approved purchase order.