

To: Teacher Center Directors and Policy Board Members
From: Dawn Graham, NYSED Teacher Center Program Office
Subject: **FS-10 Guidelines for Teacher Centers**
Date: Originally Issued April 2018 → Re-issued March 2019

1. The use of FS10 Code 40 funds as allocations or “blank checks” to the LEA, member districts or any other entity for unspecified PD programs is not an allowable expense and will not be approved.

These unallowable expenses may appear as FS10 Code 40 funds without specific professional learning programs and detailed budgets. They may be identified as, but not limited to:

- set asides;
- allocations;
- special projects;
- support for member districts;
- district “Superintendent Days” or “Professional Development Days”;
- mini-grants.

Teacher center funds are to be used to provide professional support services that are available to and/or provide a benefit for educators within that center. Professional learning services and programs may also be available to those outside the center’s membership as determined by each policy board. Specific professional support services and their associated budgets are approved by the teacher center policy board and included as part of the Continuation Application. These services may be offered at a variety of locations, including host districts within a consortium center.

2. The use of 1 or 2-day stand-alone professional learning programs offered by outside consultants often proves to be minimally effective in changing teacher practice. Offering additional local, sustained and job embedded supports to this type of training will enhance learning outcomes. To this end, FS10 Code 40 consultants with a unit cost of \$4,000 or more per day shall include the following (rather than submitting a “Scope of Work”) to better assess the “reasonableness of the proposed cost in relation to the expected outcomes.” Part 81.2(h) of the Regulations of the Commissioner.

- 2.1: Placement on the “Work Plan Matrix” component of the Continuation Application. This will include a brief description of the training to be provided by the consultant, as well as all the other Matrix data requested.
- 2.2: On the “Budget Narrative” include at least one specific professional learning outcome expected as a result of the training provided by the consultant and how it will be measured.
- 2.3: On the “Budget Narrative” identify the local and sustained professional learning to support and enhance the content to be delivered by the consultant and the identified learning outcome(s). This local and sustained professional learning will be available to staff who attend the training/activity. It will actively engage participants (not be lecture-based) and provide them with the opportunity to practice, implement and reflect upon the new content or strategies learned. This professional learning may be offered by the teacher center, LEA, local district or other local education entity and shall commence within 30 days of the training provided by the consultant.

3. Teacher center funds expended to send representatives to national or out of state conferences/trainings (FS10 Code 46) shall include:

- 3.1: provisions for the equitable selection of such representatives if they are not members of the Policy Board or teacher center staff.
- 3.2: provision for the attendees to share what they have learned from their attendance/participation in the conference/training such that all members of the teacher center have opportunity to benefit.