




PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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MEMORANDUM

TO: Directors, Exceptional Children Programs
Lead Administrators, Charter Schools
Directors, State-Operated Programs

FROM: William J. Hussey, Director 
Exceptional Children Division

DATE: December 5, 2017

SUBJECT: Funding through PRC 118 for Support for Related Service Retention & Autism Coaching Teams

The Exceptional Children Division is pleased to continue allocating PRC 118 funds to support retention and Professional Learning (PL) of related service personnel and Autism (AU) Coaching Teams. These funds are intended to assist LEAs in:

- Recruiting and developing Related Service personnel/programs for
 - Occupational Therapists (OT)
 - Physical Therapists (PT)
 - Speech-Language Pathologists (SLP)
 - School Psychologists
 - Orientation and Mobility Specialist (O&M)
 - Audiologists
- Developing and implementing LEA-based AU Coaching Teams to work in public schools

Related Service Retention

For the 2017-18 school year traditional LEAs will receive \$4,000 (OT, PT, SLP, School Psychologists) and an additional \$1000 each for Audiology and O&M. Charter Schools/state-operated programs will receive \$900 (OT, PT, School Psychologists, SLP) and an additional \$200 for Audiology and O&M. This will assist with the support of school-based professionals' representation at two statewide/lead meetings each school year (travel, lodging and subsistence). Through PRC 118, each Exceptional Children Director/Charter School Coordinator should identify an individual from each discipline to attend each meeting. The PRC 118 funds are also intended to support other professional learning and/or capacity building initiatives for all therapy staff, such as participation in the Conference on Exceptional Children and Summer Institutes (<http://ec.ncpublicschools.gov/conferences-profdev>). Representatives who attend these PL sessions are expected to disseminate information to colleagues to promote best practices in the LEA. **These funds may not be used to fund positions, purchase classroom-specific or student-specific materials, or pay for service delivery contracts.**

Please find below additional suggestions for use of the PRC 118 allocation:

- Reimbursement for state licensure
- Reimbursement for individual malpractice insurance
- Reimbursement for continuing competence activities
- Reimbursement for membership in professional organizations
- Professional journal subscriptions and other professional resources
- LEA library of professional resources (as above) and reference materials
- Administrative supports and technology for itinerant providers (e.g. laptops, communication equipment)

EXCEPTIONAL CHILDREN DIVISION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

- Assessment and treatment materials

Autism Coaching Teams

Allocations should be used to build capacity by sending local teams to professional learning, travel, lodging, substitutes, local training efforts and team consultations with the schools. This money can also be used to bring in outside experts or send teachers and/or team members to other Autism specific training. **It should not be used to buy classroom-specific or student-specific materials or pay stipends, fund positions or service delivery contracts.** Purchasing books or materials that are necessary as part of a specific workshop is permitted. In addition, some LEAs have used funds to establish lending libraries to make books and other resources available to staff working with students with Autism. These are allowable purchases, but funds for these types of materials (that are not part of a training) can comprise no more than 20% of the allocated PRC 118 funds. Consultation with outside experts and agencies can comprise no more than 30% of funds. At least 50% of funds must be spent on professional learning activities. LEAs should spend all funds within fiscal year 2017-18.

Since there has been some misunderstanding regarding the appropriate use of funds in previous years, below is further clarification of unallowable use of AU PRC 118 funds.

Please review the following examples of inappropriate purchases:

- Hardware (Smart Boards, iPads/other tablets, iPods, computers, laptops, printers, laminator, etc.)
- Software (Boardmaker, TeachTown, Classroom Suite, etc.)
- iTunes cards
- Shoebox tasks
- Professional organizations memberships
- Parent nights
- Supplies/materials that are student or classroom specific
- Indirect costs
- Funding of stipends, positions or service delivery contracts
- Workman's compensation

Below are examples of allowable expenses or ideas for using funds:

- Providing PL to staff who work with students with AU in the LEA (substitute pay, material costs)
- Sending staff who work with students with AU to local, state and national conferences relative to Autism (registration fees, substitute pay, mileage and lodging costs)
- Bringing in outside consultants to address AU program needs (not individual student concerns)
- Material/resources needed for local training
- Lending Library items

Expenses should be directly related to the goals the AU Coaching Team have developed as part of the strategic plan. Plans should be reviewed on a regular basis and revised as necessary. If the strategic plan for your district is revised, please send the revised plan to your regional AU Consultant. The end of year Strategic Plan Goal report will be due on May 31, 2018.

Some PRC 118 funds **must** be encumbered by September 30, 2018, and spent by December 31, 2018. Please make sure to note the fiscal year of funds allotted, as some carryover money was used this year. Current expenditures **should** be reported in the mid-year Combined Expenditure Report and submitted by January 31, 2018. In addition, the end-of-year Combined Expenditure Reports (CER) **must** be completed and submitted by July 1, 2018. Failure to report the mid-year and final CER may be reflected in the Fiscal Risk Review.

****** The EC Division will be reviewing the current structure of the funding formula for the AU Coaching Teams, 2017-18. The restructuring could result in changes to allocation of funds for the 2018-19 school year. Reversions will be considered as a part of the risk review as we institute changes.**

Questions regarding PRC118 funding for Related Service Retention Support and AU Coaching Teams can be directed to Sherry Thomas, Assistant Director, at sherry.thomas@dpi.nc.gov or (919) 807-3992. Questions regarding appropriate expenditure or content-specific meetings, please contact the appropriate consultant:

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