

# Talking Points for HQT/ LEA Plan Teleconference

## Friday, December 5, 2008

1. Thank you for attending, just a brief update as to why we are here today:
  - a. In November 2006, Arkansas' HQT Plan was approved by Secretary Margaret Spellings.
  - b. As part of that plan, the Local Education Agencies (LEAs) – School Districts, are to develop a plan to ensure that all (100%) of the teachers in core academic classes are High Qualified in that subject area and if they were not that they become Highly Qualified by the end of the 2006 school year.
  - c. That was two years ago. Arkansas is not at the National goal, but most districts are making great strides towards this goal. On the October 2007 Cycle 2 report, Arkansas school districts reported the following:

# of Districts	% of core academic classes being taught by teachers who are HQT in that subject area
2	0%
14	< 90%
26	Between 90% and 95%
54	Between 95% and 99%
172	99% to 100%
State Avg.	98%

2. This past month the USDOE conducted a Title IIA monitoring visit in Little Rock. Those topics monitored were:

- a. HQT Definition and Procedures
- b. HQT Reporting and Verification
- c. HQT Plan
- d. Administration of Title II A funds
- e. Title II A, State Activities

### 3. HQT Procedures

- a. Data is collected via the Cycle 2 report each year
- b. HQT Designation forms and other data are to be retained at the School/District level for verification by ADE when monitored
- c. ALL TEACHERS PAID WITH TITLE I FUNDS MUST BE HQT AT THE TIME OF HIRE OR FUNDS MUST BE RETURNED.
- d. ALL TEACHERS PAID WITH TITLE II A FUNDS FOR CLASS SIZE REDUCTION MUST BE HIGHLY QUALIFIED AT THE TIME OF HIRE OR FUNDS MUST BE RETURNED.
- e. Parents must be notified of their right to know: 1) qualifications of teachers and 2) whether the teachers of core academic areas are HQT.

- i. First requirement is routinely found in the district/school handbook – Please check to ensure it is.
- ii. Second requirement is the required parent notification letter for all teachers teaching out of area or not HQT who are teaching a core academic course

#### 4. HQT Verification

- a. Data collected must be checked/verified
- b. ADE will be comparing HQT data to waiver requests and reviewing the % of classes taught by HQT through Standards Accreditation reports each year
- c. ADE called several SD who reported 100% HQT and then had waivers for non-licensed teachers in core academic courses. We received a variety of responses including:
  - i. New hire after Oct 1<sup>st</sup>: This made sense if the waiver was requested in Nov or after, but a waiver request made in Sept. did not make sense.
  - ii. Secretary/ book keeper/ somebody made an error - let's get them trained
  - iii. How did you catch this? Technology
  - iv. What are the consequences?
- d. Similar comparisons were made on data reported by districts not reporting 100%.

e. In the future these questions will be addressed via written correspondence from Dr. Servedio.

## 5. HQT Plan

a. In December 2006, the ADE had a similar teleconference to assist districts in developing their LEA plan so that 100% of AR core academic classes will be taught by a teacher HQ in that subject area.

b. The LEA Plan is to be a *living document* and must be revised every other year. Therefore, today we will also address the completion of these documents with both the 2007-08 and 2008-09 school data.

i. Please have the following in front of you:

1. LEA Plan for HQT forms (**Revised October 2008**)

2. **CM – LIC-09-018** which provides directions on completing these forms

ii. **Pages 1 and 2** are to be completed at the District Level.

1. School Data for 2007-08 is currently on the ADE website.

2. School Data for 2008-09 will be on the ADE website by the end of December 2008

### 3. Table A – teachers

- a. Classes versus Teachers
- b. Teachers are designated HQ per subject area
- c. If a teacher is HQ in a subject area then the classes they teach in the subject can be reported as being taught by a HQT.
- d. Teachers may be HQT in one subject area and Not- HQT in another subject

### 4. Table B – classes

- a. # of Teachers versus # of Classes must be a different number unless the teacher only teaches ONE Class in that subject area.
- b. Pay special attention to early childhood/elementary teachers because this is probably different data than how you completed the form in 2006/07.

5. Data on page 1 should be a summation of that data collected off of page 3 from all schools in the district.

6. Please provide the information on pages 2 in a very concise manner. To response via a list is acceptable.

- iii. Page 3 is to be copied and completed for each individual school/building in the district. **Again pay attention to differences in teacher versus class data.**
  
- iv. The Individual Teacher Plan is to be submitted for each teacher who is not HQT in the core academic class in which he/she is teaching, including ALE and Spec Ed teachers. If this form has already been completed do NOT complete a new form, merely submit the previous form.
  
- c. All Districts who have not made AYP **and** not been 100% HQT for three consecutive years must enter into an agreement with the ADE on the use of some of the district's Title II - A funds. This agreement may require that some of these funds be "set aside" for coursework and testing to assist teachers in becoming HQT in the core academic areas in which they are teaching.
  - i. Districts may be in this situation who are on Year 2 of school improvement and who have not been 100% HQT for three (3) consecutive years.
  
  - ii. Districts now in this situation will be contacted by the ADE to discuss the following:
    1. Does the ACSIP plan need any changes?
    2. Coordinate efforts with the ACSIP supervisors

3. Advise schools/districts that an agreement letter will be coming
4. The ADE will follow up with the agreement letter very shortly.

## 6. Title II A Funds

- a. An assurance with ACSIP stating that strategies are in place to ensure that poor and minority students are not taught at higher rates than other students by inexperienced, unqualified or out of field teachers.
7. Last month I met with the Co-op Directors and they have agreed to assist any and all school districts with completing their plans. Thanks guys
8. All LEA Plans are due to Mr. Frank Wimer, Standard Assurance Unit Leader by January 30, 2009.
9. Are there any questions?