

**Virginia Department of Education
Office of ESEA Programs
Title II University
2024-2025 Presentation Schedule**

During the 2024-2025 school year, the VDOE Title II team will provide technical assistance for division Title II coordinators on a variety of topics. Most sessions are designed especially for new coordinators with three years of experience or less. Participation in these sessions is optional, but advanced registration is required. Sessions will be delivered using a webinar format.

Sessions will be recorded and session materials will be posted on the [VDOE Title II Web site](#) following the completion of each session. Each 1-hour session will begin at **2:00 pm**. There will be Canvas coursework for each session and participants will earn CPE credits for completed modules. Session dates, details, and registration links are listed below:

Session Title	Session Description	Date/Time
Properly Licensed and Endorsed Teachers (PLET) and the Instructional Personnel and Licensure Report (IPAL)	Session One will provide an overview of requirements related to ensuring all students are taught by properly licensed and endorsed teachers. Participants will be introduced to utilizing the IPAL report for program planning.	September 26, 2024 2:00 pm – 3:00 pm Register here!
Needs Assessment, Data Analysis, and Stakeholder Engagement	Session Two will present an overview of conducting an annual needs assessment. The discussion will focus on identifying possible data sources, determining priorities, and developing strategies to improve educator effectiveness and student achievement.	October 31, 2024 2:00 pm – 3:00 pm Register here!
Effective Time and Effort Reporting	Session Three will provide an overview of the responsibilities of managing personnel costs in the Title II, Part A, program to ensure compliance with federal regulations. Sample forms will be provided. The team will review scenarios for each type of time reporting (100% pay, partial pay, and stipends/incentives).	November 21, 2024 2:00 pm – 3:00 pm Register here!
RNA – Reasonable, Necessary, and Allocable Costs	Session Four will discuss cost analysis and how to use the reasonable, necessary, and allocable (RNA) approach to ensure contracts, MOUs, and reimbursement requests are allowable under Title II, Part A.	January 23, 2025 2:00 pm – 3:00 pm Register here!
Evidence-based Professional Development	Session Five will discuss the statutory definition of professional development in Section 8101(42), which requires that professional development be: sustained, intensive, collaborative, job-embedded, data-driven, and classroom-focused. The team will explore strategies to align PD and training with overarching division strategic goals.	February 27, 2025 2:00 pm – 3:00 pm Register here!
Local Teacher Equity Data Analysis and Strategy Development	Session Six will provide an overview of evaluating teacher equity data at the division level and developing strategies to address identified gaps. Tips will be shared for completing the Teacher Equity component of the annual Title II, Part A, application and developing a teacher distribution chart.	March 27, 2025 2:00 pm – 3:00 pm Register here!