

**Alabama Regional Inservice Centers (ARIC)
Accountability Standards**

Governing Board & Director

Required Documentation

STANDARD I: BOARD COMPOSITION

A.

STANDARD IV: BYLAWS

- A. Each governing board shall develop and adopt official bylaws to which its internal structure and operation shall conform

STANDARD IX: POSITION DESCRIPTION

- A. A position description for the center director shall be developed and approved by the governing board and the institution's appropriate official.
- B. The in-service center director is an ex-officio member of the Governing Board.

~~The in-service center director shall serve as Executive Secretary for the governing board and shall perform administrative duties as determined by the board within the framework of personnel policies of the employing institution.~~

STANDARD X: ANNUAL REPORT

- A. By December 1, of each year, each governing board shall approve and submit to the State Superintendent of Education and/or his/her designee an annual report of programs and activities including at least the following components:
 - 1.

A copy of the approved position description will be submitted to ALSDE.

C. Results from the professional learning needs assessment will be provided to each LEA.

STANDARD II: PROGRAMS

- A. Professional learning must address the needs identified as outlined in Standard I: Assessment.
- B. The selection of professional learning opportunities will be guided by evidence-based practices and professional learning standards.

STANDARD III: COMMUNICATION

- A. Information about the programs and services of the in-service center will be made available to the center's participating districts and will be posted

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Documentation to support the use of multiple data sources will be submitted to the ALSDE.

Most of the trainings offered will be focused on math, reading/ELA.

2. *Travel*
 - a. In-state travel – indicate per diem rate and mileage rate, number of days/miles to be traveled and the purpose of the travel
 - b. Out of state travel – indicate actual costs associated with the travel, purpose of the travel, and name of traveler
 3. *Consultants* (contracted & staff)- purpose of consultant’s work and approximate amount of the contract. Note: any travel associated with the consultant should be included in the contract and not in the Travel line item.
 4. *Materials/Supplies*- any office supplies, books, postage, etc. to be used during the year for the work done for ALSDE. Any single item purchase of \$500 or more must be inventoried.
 5. *Equipment*- ~~any~~ purchase of \$5,000 or more is considered equipment and must be inventoried.
 6. *Research/Evaluation*- any funds associated with research conducted for the benefit of ALSDE; include purpose of research along with how the research is being conducted and by whom
 7. *Indirect Cost*-capped at 10%
- C. Consultant honoraria should not exceed \$1,000 per full day and \$500 per half day. If the expertise or unique ability of a consultant requires a higher honorarium, the director must obtain the governing board’s approval to pay the larger amount.

STANDARD II: STATE FINANCIAL ACCOUNTABILITY

- A. The governing board must approve each instance in which center funds are utilized to finance the cost of client participation in out of state professional learning programs/conferences. In-service center funds shall not be authorized for use for schools or school systems other than those for whom state funds were appropriated.

Approval from the governing board will be documented and submitted to the ALSDE.

STANDARD III: FINANCIAL REPORTS

- A. Quarterly Expenditure Reports are to be submitted to the ALSDE by the 15th day after the end of the quarter.
- B. The End of Year Quarterly Report is to be submitted to the ALSDE by November 1.
- C. Adjustment6 thhM
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STANDARD IV: APPROVING

Research and Evaluation	Required documentation
<p><u>STANDARD I: RESEARCH</u></p> <p>A. As mandated in the original enabling legislation and as approved by the governing board, each in-service center shall serve as a data-gathering center for research and/or research collaborator in areas of public education.</p>	<p>Research/evaluation documentation will be submitted by December 1 to ALSDE.</p>
<p><u>STANDARD II: EVALUATION</u></p> <p>A. All in-service centers shall use a common evaluation process to gather evaluations of in-service center programs by program participants.</p> <p>B. The State Department of Education will conduct an internal evaluation of the ARIC's based solely on each center's compliance with the standards to be conducted at a minimum of every five years.</p> <p>C. An exit conference will be held upon completion of evaluation.</p> <p>D. The final evaluation report will be shared with the director at least two weeks before results are shared publicly.</p> <p>E. A corrective action plan for non-compliance will be developed and submitted to the ALSDE liaison within sixty days after final evaluation report is received.</p> <p>F. A corrective action plan review may be conducted six months after implementation.</p> <p>G. Additional reviews may be conducted based on continued non-compliance.</p> <p>H. Should the Alabama State Department of Education or Alabama State Board of Education determine an external evaluation of ARIC is necessary, such an evaluation will be based solely on the center's compliance with the standards herein specified and shall be conducted at a minimum of every five years. Funding for such evaluation to be paid by ALSDE as funds allow.</p>	