

Classified Grant Program Office Hours Review

September 10, 2024



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Commission on Teacher Credentialing
Professional Services Division

Agenda

- Updates for the 2024-25 Year
- Lessons Learned and Best Practices
- Grantee Share-out: San Bernardino County Superintendent of Schools
- Questions/ Open Office Hours

Meeting Norms

1. Mute your microphone. Should you have a question, please use the **raise hand** feature and unmute microphone when you have been called on.
2. We will respond to questions periodically in the chat during the presentation but there will be time for questions at the end of the presentation.
3. Avoid multitasking during the meeting to ensure that you hear all information that is presented.
4. The presentation will be made available to grantees.

Updates for the 2024-25 Year

REVIEW UPDATES AND REMINDERS



2024-25 Annual Data Submission

- Complete all sections for Year 3 (2024-25)
- Submitting the required data will also release of the remaining 10% of the annual grant award and next fiscal year funds.
- Grantee must notify the grants team via email by the due date once data reports have been completed.
- Reminders will be sent.
- All submissions must be satisfactorily met.
- There is no extension.
 - Late/incomplete data impacts grant stewardship for the LEA.

Friday, July 11, 2025, by 5:00PM

Added Support: One-on-Ones

Support to help each grantee achieve their Classified Grant Program goals:


- Act as a thought partner to work through challenges
- Help think through possible budget change requests within approved budget categories
- Provide guidance on maximizing expenditures per participant
- Discuss other areas where additional support might be beneficial

Note- The following are established by legislation and cannot be modified:

- Participant eligibility criteria
- \$4,800 allocation per participant, per year
- Program Administration Costs
- Articulation agreement requirements

MS Bookings


1. This will be an informal conversation – no need to prepare anything in advance.
2. We ask that you, as the Grant Lead, attend the call. Feel free to invite anyone else from your team who would like to join the call as well.



BKNG Classified Grant Check-in



One-on-One Check-in

Please find a time that works best for you a... [Read more](#)

30 minutes 

Booking for **One-on-One Check-in**

September 03

 **DATE**  **TIME**

< > September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

10:15 AM	10:45 AM	11:15 AM
11:45 AM	12:15 PM	12:45 PM
1:15 PM	1:45 PM	2:15 PM
2:45 PM	3:15 PM	

Fiscal and Datasheet Updates

- **Carryover of unused funds:** Beginning the 2024-25 fiscal year (Year 3), the Commission will no longer adjust disbursement amounts to account for unspent grant funds from the previous year. Future disbursements will still follow the 90%/10% payments, however, the annual disbursements will no longer be adjusted to reflect unexpended funds.
- **For Rounds 1 and 2:** The 2022-23 unexpended funds that were adjusted in the 2023-24 Grant Award Agreement have been disbursed across one payment in the 2024-25 fiscal year.

Updated Grant Award Agreements

Rounds 1 and 2: GAAs will show unexpended/undisbursed funds

All new GAAs will show prior disbursements (if applicable) and annual grant distributions.

This is the final GAA to sign.



GRANT AGREEMENT COMMISSION ON TEACHER CREDENTIALING			
GRANTEE LEA NAME & GRANT NUMBER		LEA Name 2021Cxx	
PROJECT TITLE		Classified School Employee Teacher Credentialing Program	
PERFORMANCE PERIOD		Award Date	through June 30 th , 2026
Under the terms and conditions of this Agreement, the Grantee agrees to complete the Project as described in the project description, and the State of California, through the Commission on Teacher Credentialing agrees to fund the Project up to the Grant Amount.			
PROJECT DESCRIPTION			
**LEA NAME ** is to develop and implement a Classified School Employee Teacher Credentialing Program (Classified Grant) to recruit classified school employees to participate in a program designed to support the completion of a bachelor's degree and teacher preparation program, and to provide instructional service as fully credentialed teachers.			
Project is to be carried out in conformance with the Task List and Timeline attached as Exhibit A and the Budget attached as Exhibit B, (hereinafter both exhibits will be referred to as the "Work Plan") and all Agreement provisions as stated herein.			
TOTAL GRANT AMOUNT NOT TO EXCEED		\$	
Prior Grant Amount			
2022-23		\$	
2023-24		\$	
Annual Grant Distribution Amounts			
Unexpended/Undisbursed funds from 2023-24 disbursed in 2024-25		\$	
2024-25		\$	
2025-26		\$	

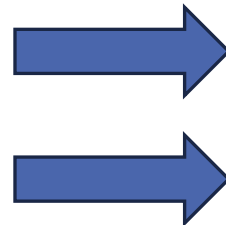
Do not enter any data- everything auto populates from the other tabs.	Budget				Summary	
	Year 3: Budget	Year 3: Expended	Year 4: Budget	Year 4: Expended	Total	Total
	2024-25	2024-25	2025-26	2025-26	Budget	Expended
Year	2024-25	2024-25	2025-26	2025-26	0	0
Total Participants		0		0	0	0
Grant Award (Total)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approved Grant Categories						
Participant Recruitment Activities (not included in Program Administration and/or Release Time)		\$0.00		\$0.00	\$0.00	\$0.00
Collaboration Activities with IHEs (not included in Program Administration and/or Release Time)		\$0.00		\$0.00	\$0.00	\$0.00
Release Time		\$0.00		\$0.00	\$0.00	\$0.00
IHE Tuition, Fees, Books		\$0.00		\$0.00	\$0.00	\$0.00
Examination/ Credential Fees		\$0.00		\$0.00	\$0.00	\$0.00
Living Stipends for Participants		\$0.00		\$0.00	\$0.00	\$0.00
Other Support Services for Participants		\$0.00		\$0.00	\$0.00	\$0.00
Program Administration (less than 10%)		\$0.00		\$0.00	\$0.00	\$0.00
Budget Analysis						
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Admin costs are less than 10% of budget?	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Difference from Grant Award		\$0.00		\$0.00		\$0.00
Budget Revisions under 10%?		#DIV/0!		#DIV/0!		
Difference from 90%/10% disbursement						
Used all awarded funds?		Yes		Yes		Yes
Funding						
90% (includes difference from previous year)						
10% (includes difference from previous year)						



Summary Data Tab Updated- TBD

Sheets will be updated to:

- highlight in red if participant, completer, early exit numbers don't match.
- Replacements rows will be hidden.



Summary Data		Year 3 2024-25		Year 4 2025-26		Program Summary	
Question	Directions: If applicable, only enter data for question 1e (the cell(s) will highlight). Otherwise, the remaining data automatically populates.	#	%	#	%	Total #	%
1	Participant Summary						
a	Number of participant allocated slots (approved from grant application)	5	100%	0	0%	5	
b	Number of participants enrolled in the program.	4	100%	0	0%	4	80%
2	Academic standing of the participants at the end of the academic year.						
a	Number of participants that earned their BA.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
b	Number of participants who did NOT make progress towards their BA.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
c	Number of participants who did NOT make progress towards their preliminary credential.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
3	Completion Data						
a	The number of participants who have earned a preliminary teaching credential.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
b	The number of participants who have earned a preliminary teaching credential and are now serving as a teacher or have been offered a teaching position for the following academic year within the LEA.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
c	The number of participants who have earned a preliminary teaching credential and were hired within the LEA to meet the LEA's teacher shortage needs.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
d	The number of participants who have earned a preliminary teaching credential and were hired within the LEA and are teaching at an LEA with a high unduplicated pupil count (>50%).	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
e	The number of participants that have exited early.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
f	For the final year of the grant, the number of participants that didn't earn a credential, but are still in progress (didn't exit).					0	#DIV/0!
4	Participant ethnic and racial composition.						
a	American Indian or Alaska Native	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
b	Asian (Chinese, Japanese, Korean, Vietnamese, Asian Indian, Laotian, Cambodian, Filipino, Hmong)	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
c	Black or African American	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
d	Hispanic/Latinx (of any race)	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
e	Native Hawaiian or Pacific Islander (Guamanian, Samoan, Tahitian)	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
f	White	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
g	Two or more races	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
h	Decline to state Race/Ethnicity	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
5	Participant gender identity information.						
a	Female	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
b	Male	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
c	Nonbinary	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
d	Decline to state	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!

Participants not Enrolled in Year 3

If a participant was enrolled in Year 2, and they are not enrolled in Year 3, please indicate:

- Preliminary Credential Completed
OR
- Early Exit

Year 2 (2023-24)						Year 3 (2024-25)						
Pre-Enrolled	Preliminary Credential Progress	Preliminary Credential Completed	Employed Next Academic Year?	Early Exit	Notes	Academic Year	Degree Progress	Degree Completed	Preliminary Credential Progress	Preliminary Credential Completed	Employed Next Academic Year?	Early Exit
<small>Did they complete their BA? N/A if not.</small>	<small>Did they make progress towards their preliminary credential?</small>	<small>Did they earn their preliminary credential?</small>	<small>If preliminary credential is completed, are they employed as a teacher the next academic year?</small>	<small>Did participant exit early/before completing program?</small>		<small>Select the academic year for the grant's 3rd year. Select "not enrolled" if participant was not enrolled this year.</small>	<small>Did they make progress towards their BA? N/A if already has BA.</small>	<small>Did they complete their BA? N/A if already has BA.</small>	<small>Did they make progress towards their preliminary credential?</small>	<small>Did they earn their preliminary credential?</small>	<small>If preliminary credential is completed, are they employed as a teacher the next academic year?</small>	<small>Did participant exit early/before completing program?</small>
No	No	No	N/A-No Credential	No		Not Enrolled	N/A	N/A				



Completers: Years of Service

For completers from Years 1 and 2, make sure to update whether they completed their required year(s) of service.

Per authorizing legislation, participants must commit to, “Complete one school year of classroom instruction in the school district, charter school, or county office of education for each year that individuals receive assistance for books, fees, and tuition while attending an institution of higher education under the Classified Grant.”

LEA/School Placement Information (If credential earned)							
School Site Name	School CDS Code <i>14 digits</i> <small>cde.ca.gov/schooldirectory</small>	Grade Level(s)	Meets teacher shortage needs of LEA?	School has high unduplicated count? <small>(≥ 50% unduplicated students)</small>	Completed one year of service?	Completed total years of service?	Ot

Completed One Year of Service?
 Did the participant complete one year of teaching? Intern teaching does not count.

 If in-progress, the cell then will automatically highlight in yellow as a reminder to follow up on their status.

Reminder: Articulation Agreements

- Question 4 of the RFA : *Classified Grant Collaboration with Public and Private Institutions of Higher Education*
 - Partnership Agreement ≠ Articulation Agreement
 - Duration of the grant funding period, June 30, 2026
 - No template (local and collaborative decision)
 - Signed by authorized staff
 - Out-of-state institutions of higher education (IHEs) are **not** eligible
 - Eligible IHEs:
 - California Community College
 - California four-year public or not-for-profit IHE
 - Commission-approved preparation program offered by a regionally accredited LEA or IHE

LEA is responsible for establishing IHE partnership beforehand.

Grant funds do not support non-approved IHEs.

New agreements for 2024-25: Due July 11, 2025

Program Progress

- Only include **ACTIVE** participants (recruited, enrolled, receiving grant funds, intends to continue program) receiving grant funds.
 - Enrolled with an Approved IHE
 - Working towards their BA and/or credential
 - **Note- only attending an orientation or talking with an advisor is not active.**
- Otherwise, mark them “Not Enrolled.” **Do NOT delete the row.**
- **Spreadsheet clean up**: If your datasheet has participants that were never enrolled and do not plan to enroll, and you would like help to clean up your data sheet, please contact ClassifiedGrants@ctc.ca.gov.
 - On the Program Enrollment tab, highlight names to remove in red.

Office Hours

- Questions- classifiedgrants@ctc.ca.gov
- December Agenda Item
- Reminder- Next sessions:

Second Tuesdays, 10:00AM – 11:00AM	Zoom link, Meeting ID: 854 9306 6752
September 10, 2024	February 11, 2025
October 8, 2024	March 11, 2025
November 12, 2024	April 8, 2025
December 10, 2024	May 13, 2025
January 14, 2025	June 10, 2025



San Bernardino County Superintendent of Schools

Supriya Barrows, Human Resources Special Projects Manager

- Round 1 grantee
- 200 slots per year

Questions

OPEN OFFICE HOURS SESSION