

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

Governing Board & Director	Required Documentation														
<p><b><u>STANDARD I: BOARD COMPOSITION</u></b></p> <p>A. The composition of each governing board shall comply with the following schedule of membership categories and specific numerical representations:</p> <table> <tr> <td><b><u>Category</u></b></td><td><b><u>#Representatives</u></b></td></tr> <tr> <td>Classroom Teachers</td><td>8</td></tr> <tr> <td>Administrators</td><td>4</td></tr> <tr> <td>IHE Representatives</td><td>2</td></tr> <tr> <td>SDE Staff Member</td><td>1 (Serves at discretion of the State Superintendent of Education)</td></tr> <tr> <td>Local School Board Member</td><td>1</td></tr> <tr> <td>In-Service Center Director</td><td>1 (Executive Secretary)</td></tr> </table> <p>B. Governing boards whose service area is comprised of more than 12 school districts may have representation from classroom teachers and administrators from each of the districts in the service area. The number of classroom teachers or administrators shall be increased proportionally (two teachers for each administrator) to ensure that all school districts are represented. Board members shall serve staggered terms of three years and shall be eligible for one reappointment term.</p>	<b><u>Category</u></b>	<b><u>#Representatives</u></b>	Classroom Teachers	8	Administrators	4	IHE Representatives	2	SDE Staff Member	1 (Serves at discretion of the State Superintendent of Education)	Local School Board Member	1	In-Service Center Director	1 (Executive Secretary)	<ul style="list-style-type: none"> <li>• A list of board members by name, membership category, and term of office will be submitted to Alabama Department of Education (ALSDE).</li> <li>• The sign-in sheets from the three governing board meetings will be submitted to the ALSDE.</li> </ul>
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<p><b><u>STANDARD II: BOARD APPOINTMENT AND MEETINGS</u></b></p> <p>A. Initial appointments to board membership and/or reappointments to board membership shall be made by official resolution(s) of incumbent governing boards in duly constituted meetings. Nominations for board membership shall be solicited from local education associations, local superintendents, In-Service Center Directors, and the State Superintendent of Education.</p> <p>B. Each governing board shall conduct a minimum of three (3) meetings per calendar year.</p>	<ul style="list-style-type: none"> <li>• The nominations for board membership will be solicited equitably from all LEAs. All correspondence related to nominations for board membership will be submitted to ALSDE.</li> <li>• Designated meeting dates will be submitted to ALSDE 30 days prior to actual meeting.</li> </ul>														
<p><b><u>STANDARD III: BOARD MEMBER ORIENTATION AND PROFESSIONAL LEARNING</u></b></p> <p>A. All new board members shall participate in orientation/training to become acquainted with the ARIC Accountability Standards as well as the specific goals, projects, and programming of the relevant ARIC.</p>															

<p><b><u>STANDARD IV: BYLAWS</u></b></p> <p>A. Each governing board shall develop and adopt official bylaws to which its internal structure and operation shall conform. Adopted bylaws must address election of board officers; term of officers; quorum for official business; committee structures and functions, if any; parliamentary procedures; and other issues and concerns as determined by incumbent boards. As specified in each governing board's bylaws, voting on decisions that must be made prior to the next governing board meeting may be conducted electronically.</p>	<ul style="list-style-type: none"> <li>• The minutes from the governing board meetings will be submitted to ALSDE.</li> </ul>
<p><b><u>STANDARD V: BOARD RESPONSIBILITIES</u></b></p> <p>A. Commensurate with statutory authority, each governing board shall fulfill the following responsibilities:</p> <ol style="list-style-type: none"> <li>1. In cooperation with the ALSDE and host institution, determine the policies for the operation of the center, including days and hours of operation;</li> <li>2. Approve programs and activities that address needs as identified by needs assessments and/or student achievement data, and the plan to access the center's programs and services by its constituent schools and districts;</li> <li>3. Approve the in-service center's annual budget;</li> <li>4. Delegate to the in-service center director the authority and responsibility for the daily operation of the center, including the development maintenance of necessary records (financial and programmatic) and the coordination of programs and activities; and</li> <li>5. Approve the center's official report of the programs and trainings offered.</li> </ol>	<ul style="list-style-type: none"> <li>• Results from the needs assessment from all LEAs will be submitted annually to the ALSDE.</li> <li>• The selection or offerings of programs/trainings correspond with the results of the needs assessment. Documentation of alignment and board approval will be submitted annually to ALSDE.</li> </ul>
<p><b><u>STANDARD VI: BOARD MINUTES</u></b></p> <p>A. Each in-service center must maintain accurate minutes of all board meetings and distribute minutes to board members in a timely fashion.</p>	<ul style="list-style-type: none"> <li>• The minutes from the three governing board meetings will be submitted to the ALSDE.</li> </ul>
<p><b><u>STANDARD VII: DIRECTOR</u></b></p> <p>A. Each regional in-service center shall have a full-time director. Current part-time directors shall be grandfathered in. The governing board chairperson and/or his/her designee must serve on the search committee and take part in the interview process as a voting member</p>	
<p><b><u>STANDARD VIII: DIRECTOR ORIENTATION AND PROFESSIONAL LEARNING</u></b></p> <p>A. All new in-service center directors shall receive orientation from a committee of current in-service center directors appointed by the Alabama Regional In-Service Center (ARIC) president.</p> <p>B. All in-service center directors shall participate both individually and collectively in continuous improvement through professional learning and growth endeavors.</p>	<ul style="list-style-type: none"> <li>• Documentation that supports the director's participation in continuous professional learning will be submitted annually to the ALSDE.</li> </ul>

<p><b><u>STANDARD IX: POSITION DESCRIPTION</u></b></p> <p>A. A position description for the center director shall be developed and approved by the governing board and the institution's appropriate official.</p> <p>B. The in-service center director is an ex-officio member of the Governing Board.</p> <p>C. 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.</p>	<ul style="list-style-type: none"> <li>• A copy of the approved position description will be submitted to ALSDE.</li> </ul>
<p><b><u>STANDARD X: ANNUAL REPORT</u></b></p> <p>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:</p> <ol style="list-style-type: none"> <li>1. Impact of the ARIC's programming on improving the skills of teachers and leaders specific to mathematics and reading/ELA.</li> <li>2. Quantitative and qualitative data for the number of programs, participants, results of evaluations, etc.;</li> <li>3. Compliance with <i>Accountability Standards</i> as approved by the State Board of Education; and</li> <li>4. Resolution of any existing issue (s) identified during the year, including, if appropriate, the steps to be taken to address the issue (s) and a timeline for addressing the issue (s).</li> </ol>	<ul style="list-style-type: none"> <li>• The report submitted to the ALSDE will contain the number of participants and the evaluation results.</li> <li>• A reflective narrative describing improvement efforts specific to mathematics and reading/ELA will be submitted annually to ALSDE.</li> <li>• Each ARIC will submit the center's annual reports to the ALSDE by December 1.</li> </ul>
<p><b>Programs</b></p>	<p><b>Required documentation</b></p>
<p><b><u>STANDARD I: ASSESSMENT</u></b></p> <p>A. Each in-service center shall review the performance of its service area schools in mathematics and reading/ELA on state assessments and utilize that information as a part of its pre-programming assessment.</p> <p>B. In-service center shall utilize additional data to determine the professional learning needs of the districts and schools in the service area as they relate to the improvement of student learning. The determination may include, but not be limited to educator effectiveness data, formal needs assessment instruments, dialogue with districts and schools, summative student assessment data, feedback/observations from regional staff, and specific district/school request.</p>	<ul style="list-style-type: none"> <li>• Results from the needs assessment from all LEAs will be submitted annually to the ALSDE.</li> <li>• The selection of programs/trainings corresponds with the results of the needs assessment. Documentation of alignment will be submitted annually to ALSDE.</li> </ul>

<p>C. Results from the professional learning needs assessment will be provided to each LEA.</p>	<ul style="list-style-type: none"> <li>• Documentation to support the use of multiple data sources will be submitted to the ALSDE.</li> </ul>
<p><b><u>STANDARD II: PROGRAMS</u></b></p> <p>A. Professional learning must address the needs identified as outlined in Standard I: Assessment.</p> <p>B. The selection of professional learning opportunities will be guided by evidence-based practices and professional learning standards.</p>	<ul style="list-style-type: none"> <li>• Most of the trainings offered will be focused on math, reading/ELA.</li> </ul>
<p><b><u>STANDARD III: COMMUNICATION</u></b></p> <p>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 electronically for open access.</p>	<ul style="list-style-type: none"> <li>• All trainings offered during the summer months will be posted digitally by April 15.</li> </ul>
<p><b><u>STANDARD IV: ALSDE/CENTER COLLABORATION</u></b></p> <p>A. The State Superintendent, or his/her designee, will appoint a member of the ALSDE to serve as a liaison who will provide the following coordination and support.</p> <ol style="list-style-type: none"> <li>1. Each in-service center director will ensure that ALSDE appointees have information regarding upcoming meetings as quickly as possible, preferably with three-month notice of meetings unless the need for a called meeting manifest.</li> <li>2. The State Superintendent of his/her designee and in-service center directors will strive to meet annually to discuss on-going work, possible additional collaborations, programmatic updates, and other relevant information.</li> </ol>	<ul style="list-style-type: none"> <li>• All collaboration efforts will be documented and submitted to the ALSDE.</li> </ul>
<p><b>Finance</b></p>	<p><b>Required documentation</b></p>
<p><b><u>STANDARD I: BUDGET</u></b></p> <p>A. Each in-service center director shall submit to the ALSDE a prepared budget for the fiscal year. The governing board and the institution acting as fiscal agent prior to submission to the ALSDE for final approval by the Deputy State Superintendent of Education for Finance must approve the budget.</p> <p>B. The budget shall include designated expenditure categories and amounts in compliance with the following schedule of line items:</p> <ol style="list-style-type: none"> <li>1. <i>Salaries &amp; Benefits</i>-includes actual salaries paid from the funds (indicate in FTE; e.g. 25% FTE, 50% FTE, 100% FTE) and the benefits provided (e.g., health insurance, retirement contributions, FICA, Medicare, SUI, etc.)</li> </ol>	<ul style="list-style-type: none"> <li>• Expenditures sent to ALSDE will be organized by the designated categories.</li> <li>• The calculations of indirect cost will be submitted with the budget to ALSDE.</li> </ul>

<p>2. <i>Travel</i></p> <ol style="list-style-type: none"> <li>In-state travel – indicate per diem rate and mileage rate, number of days/miles to be traveled and the purpose of the travel</li> <li>Out of state travel – indicate actual costs associated with the travel, purpose of the travel, and name of traveler</li> </ol> <p>3. <i>Consultants</i> (contracted &amp; 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.</p> <p>4. <i>Materials/Supplies</i>- 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.</p> <p>5. <i>Equipment</i>- any purchase of \$5,000 or more is considered equipment and must be inventoried.</p> <p>6. <i>Research/Evaluation</i>- 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</p> <p>7. <i>Indirect Cost</i>-capped at 10%</p> <p>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.</p>	
<p><b><u>STANDARD II: STATE FINANCIAL ACCOUNTABILITY</u></b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>Approval from the governing board will be documented and submitted to the ALSDE.</li> </ul>
<p><b><u>STANDARD III: FINANCIAL REPORTS</u></b></p> <p>A. Quarterly Expenditure Reports are to be submitted to the ALSDE by the 15th day after the end of the quarter.</p> <p>B. The End of Year Quarterly Report is to be submitted to the ALSDE by November 1.</p> <p>C. Adjustments between expenditure line items are allowed providing cumulative adjustment does not exceed 10% of the total amount budgeted unless it is paid for through university sources.</p>	
<p><b><u>STANDARD IV: APPROVING AUTHORITY</u></b></p> <p>A. The State Superintendent of Education is the final approving authority for the center’s budget.</p>	

<p><b><u>STANDARD V: FUNDS MANAGEMENT</u></b></p> <p>A. All funds allotted to the in-service centers will be receipted to a separate fund number and disbursed in accordance with fiscal policies approved by the chief financial officer of the university and the ALSDE.</p> <p>B. A consultant whose salary is paid by in-service center funds may not receive an honorarium from center funds for conducting business for that center. This restriction does not prohibit an employee of one center from receiving a standard honorarium for providing consultant services for another center; however, the center employee must not be paid by the home center and the center being provided consultant services during the same period. Leave time must be requested while being paid for services to another center.</p> <p>C. Payment of an honorarium to a program consultant is authorized and permissible only if services are rendered. If an official program cancellation is not made prior to the scheduled date of the proposed program, payment to the consultant may be permitted. *In-service centers shall not use funds, directly or indirectly, to finance course credit, including the payment of stipends to be used for credit courses and/or tuition of any kind. (Does not apply to obligatory staff fringe benefits as provided for in Finance, Standard I: Item B.)</p> <p>D. The appropriate officials of institutions in which such center is located will determine salaries of persons employed to administer regional inservice center programs.</p> <p>E. Travel will be paid in accordance with state and institutional policy.</p> <p>F. Persons designated to perform administrative duties resulting from institutional or agency involvement in official in-service center consortia shall not receive compensation from center funds beyond the regular annual contract salary paid by the institution or agency.</p>	
<p><b>Research and Evaluation</b></p>	<p><b>Required documentation</b></p>
<p><b><u>STANDARD I: RESEARCH</u></b></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>	<ul style="list-style-type: none"> <li>• Research/evaluation documentation will be submitted by December 1 to ALSDE.</li> </ul>

**STANDARD II: EVALUATION**

- A. All in-service centers shall use a common evaluation process to gather evaluations of in-service center programs by program participants.
- 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.
- C. An exit conference will be held upon completion of evaluation.
- D. The final evaluation report will be shared with the director at least two weeks before results are shared publicly.
- 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.
- F. A corrective action plan review may be conducted six months after implementation.
- G. Additional reviews may be conducted based on continued non-compliance.
- 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.