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CENTRAL OFFICE

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December 4, 2019

Dear

Recently, the Federal Programs and Human Resources teams partnered to conduct a full position audit for Educational Support Professionals who provide instructional support in our classrooms. The purpose of this audit was to ensure compliance with Title Funding requirements as set by the federal government. The requirements include a high school diploma or a GED certificate **and**:

- Complete 48 hours at an institution of higher education, **OR**
- Obtain an associate's (or higher) degree, **OR**
- Pass a State approved assessment that assesses the ability to assist in instructing reading, writing, and mathematics (or reading, writing, mathematics readiness).

You are receiving this letter because after reviewing your records, we determined that you either have not met the requirements or your credentials are not currently on file. A member of the Human Resources team will be reaching out to you by phone in the days ahead to speak to you about the requirements, to assess what credentials you may have on file, or to obtain credentials from you to update your file.

If you do not hold the required credentials as noted above, we can help! The district values you and your contributions to our students. Because our goal is to ensure all staff members have the required credentials, we have developed a support plan to help staff members who are in this position acquire certification. The district will provide time during your contracted workday and cover costs associated with this support plan to earn the required credentials.

Detailed information regarding the district support plan will be shared on Wednesday, 12/11/19. If our records are correct and you do not meet the necessary requirements as noted above, you are required to attend one of the meetings scheduled at 1:30 p.m. or 3:00 p.m. The meetings will be held at central office in room 132. Attendance at one of the meetings is mandatory, as staff members who do not have the required credentials by May 22, 2020 cannot be employed in their same positions for the 2020-21 school year.

If you feel you have received this communication in error please contact Human Resources by Tuesday, 12/10/19 to discuss this matter and determine next steps. If you have any questions regarding the meeting, please contact Federal Programs.

Sincerely,

A handwritten signature in black ink that reads "Lisa G. Walker". The signature is written in a cursive style and is placed over a light-colored rectangular background.

Lisa G. Walker  
Executive Director of Federal Programs

Cc: Personnel File