



San Diego Unified School District  
Financial Planning and Development  
**Financial Planning, Monitoring and Accountability Department**

---

**MAJOR CATEGORICAL (TITLE I) FUNDS  
EXPENDITURE GUIDELINES 2018-19**

**A. FUNDS INCLUDED:**

<b>Resource Code 30100</b>	Basic Program Title I/Part A	Part of the Elementary and Secondary Education Act, which provides federal money to support economically disadvantaged students and close academic achievement gaps.
<b>Resource Code 30103</b>	Title I Parent Involvement	Used to encourage parent involvement in order to improve student achievement.

**B. PURPOSE:**

1. Focus on improving instruction and extending learning time. These programs enable schools to provide **supplemental** opportunities for students to achieve proficiency in the state content standards. **Emphasis is on direct instructional support to students in core subjects.**
2. Professional development is a priority and is available to anyone in a schoolwide program, including teachers, classroom aides and, where appropriate, other staff and parents. Activities must be based on student needs at the school site.
3. **Supplement**, not supplant the district's general program. Use of Title I funds must not replace district funds. Title I funds must add to or enhance district program.
4. Foster new types of parent partnerships that focus on improving student achievement.
5. All expenses must be linked to the needs identified in the SPSA Assessment and Evaluation (Needs Assessment).

**C. PROCESS:**

**Single Plan for Student Achievement (SPSA)**

An Annual Needs Assessment identifies student learning needs at the school site based on an analysis of current student performance data in relation to state standards. The focus is on the academic needs of the children. The students' educational needs drive the planning cycle. The SPSA describes strategies that will coordinate use of federal, state, and local resources to improve instruction and student achievement. The School Site Council (SSC) oversees and approves the plan and use of the associated Title I budget allocations.

**Title I Schoolwide Program (SWP)**

A federal program that puts emphasis on high achievement for all students while serving the most disadvantaged youth and providing flexibility in spending Title I funds. The annual needs assessment is a required component of the SWP and the SPSA serves as the Title I Schoolwide Plan.

**D. BUDGET:**

1. Each site develops a budget to implement all strategies for each available funding source. It includes but is not limited to staffing, materials, supplies, contracted services, and equipment that will directly enhance student learning at the school site. The SPSA and the embedded Title I budget is approved by the Board of Education.
2. The SSC must approve transfers of allocations within any of the categorical programs.

**E. SPENDING:**

Expenditures from the Title I resources are routed through the Financial Planning, Monitoring and Accountability Department for approval. Approval of all expenditures, **including PARs**, must be obtained prior to the purchase, event, or start date.

**Spending Instructions for Title I Budgets:**

SSC approval is required for revisions to Title I expenditures originally allocated in the SPSA. Complete the Major Categorical Funds Justification of Expenditure for Budget/Expense Transfer in order to make revisions to Title I spending. Send the Title I Justification of Expenditure with original principal and SSC chairman signatures along with SSC meeting minutes verifying SSC approval to:

**Financial Planning, Monitoring and Accountability Department  
Education Center, Room 3209**

The Financial Planning, Monitoring and Accountability (FPMA) resource teacher notifies the principal and analyst via email upon approval of the expense/budget transfers. Keep these records in the SSC binder.

## **TITLE I FUND REQUIREMENTS AND RESTRICTIONS EXPLAINED:**

All categorical budgets **MUST** be for direct services that impact student achievement. **Students must be considered first.** You must be able to answer the questions:

- Are these expenditures centered on our student needs?
- Do these expenditures provide supplementary services that would not be provided absent categorical funding?
- Do position allocations for categorical funds match the proportion of each position actually performing direct, supplementary services to students?
- Do these expenditures directly affect each student in progressing to proficiency on the Common Core State Standards?
- Does this categorical funding allocation help us reach our SPSA Area goals?

## **SPECIFIC SPENDING PROCESSES AND REQUIREMENTS:**

### **1. Equipment**

- a. General type of equipment and intended use/benefit must be identified in the site plan.
- b. If not **clearly instructional**, seek guidance in advance from your assigned Financial Planning, Monitoring and Accountability Department Resource Teacher.
- c. No procurement cards.
- d. No confirming orders (i.e., purchase order created after item is purchased and delivered).

### **2. Instructional Materials**

- a. Must be related to student academic needs, instructional focus, and core curriculum.
- b. Supplemental to district funded materials and instruction.

### **3. Non-Instructional Supplies and Expenses**

- a. Must specifically identify how non-instructional supplies and expenses support student achievement.
- b. Must specifically identify how administrative costs such as postage, office supplies, clerical time, etc., as well as maintenance agreements, and non-classroom equipment support student achievement.

### **4. Travel must be pre-approved**

- Submit travel authorization **prior** to trip with justification tied to site plan.

### **5. Conferences and/or Consultants (for professional development)**

- Must be related to site plan goals.

### **6. Field Trips**

- a. Must be part of classroom instructional plan.
- b. Must be related to core academics.
- c. Must have appropriate pre- and post-trip activities.
- d. Must be tied to the SPSA.
- e. Please attach fieldtrip request and back up documentation to Versatrans Triptracker.

7. **Substitutes (for classroom teachers)**
  - a. For professional development.
  - b. To provide sick leave for teachers paid from the same funding source.
8. **Hourly time**
  - a. For professional development.
  - b. Extra time for support of academic programs.
  - c. Clerical time beyond the regular school day in support of academic programs.
9. **Parent Involvement**
  - a. Workshops for parents.
  - b. Materials for parent meetings, training, parent resource library.
  - c. Speakers or consultants for parents.
  - d. Parent communications (including mailings).
  - e. Light refreshments only.
    - Meals are **NOT** allowable.
  - f. Childcare for parents to attend workshops.
  - g. Translation for parents attending workshops.
  - h. Equipment and supplies for parent room.

**Reminder: Title I funds are never used to fund the following expenses**

- a. Noon duty or Campus Security
- b. Meals
- c. Athletic equipment
- d. Medical supplies
- e. Custodial supplies
- f. Building improvement
- g. Replacement of i21 materials; check with IT Help Desk for available supplies.
- h. Administrative positions such as vice-principals and dean of students
- i. Clerical Positions
- j. Copier Contract
- k. Community Service Assistant
- l. Incentives (staff, parents, or student)
- m. Mandated testing, including CAASPP and ELPAC

## CATEGORICAL SPENDING GUIDELINES 2018-19

Rationales for Categorical Spending must be clearly described in the Single Plan for Student Achievement (SPSA).

Resource #	Resource Name	Allowable Expenses	Sample Non-allowable Expenses
<b>30100</b>	<b>Title I Basic</b>	<ul style="list-style-type: none"> <li>• Equipment –directly related to support student achievement in the Common Core State Standards.</li> <li>• Instructional and Intervention Materials above the core</li> <li>• Travel for professional development (must be pre-approved).</li> <li>• Conferences for professional development.</li> <li>• Field Trips (in support of common core instruction).</li> <li>• Substitutes to provide release time for professional development (<b>for classroom teachers</b>).</li> <li>• Parent Involvement</li> <li>• Extended Day/Year Programs</li> <li>• Additional FTE above district allocation including:               <ul style="list-style-type: none"> <li>- Nurse</li> <li>- Counselor</li> <li>- AVID teachers and tutors</li> <li>- Class size reduction teachers</li> <li>- Push-in Instruction teacher</li> <li>- Subject-specific resource teachers</li> <li>- Classroom teachers who provide qualitatively different instruction to underperforming students.</li> <li>- Prep teachers (only if used to release teachers for professional development).</li> <li>- Parent Academic Liaison</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Positions including Vice Principals and Dean of Students</li> <li>• Clerical positions</li> <li>• Network Tech-unless working <b>directly</b> with students on intervention programs and/or activities.</li> <li>• Non-academic field trips</li> <li>• Copier contract</li> <li>• Campus Security/ Noon Duty</li> <li>• Meals</li> <li>• Athletic equipment</li> <li>• Medical supplies</li> <li>• Custodial supplies</li> <li>• Building improvement</li> <li>• Incentives</li> </ul>

Resource #	Resource Name	Allowable Expenses	Sample Non-allowable Expenses
30100		<ul style="list-style-type: none"> <li>• Hourly time including:               <ul style="list-style-type: none"> <li>- Classroom teachers and classified staff working directly in supplemental services and/or programs for students</li> <li>- Nursing Time</li> <li>- Counselor Time</li> </ul> </li> <li>• Pupil Advocate</li> <li>• Assistants (guidance, classroom, library, etc.) If working directly with students on intervention programs or activities. This MUST be clearly articulated in the SPSA.</li> </ul>	<ul style="list-style-type: none"> <li>• Mandated testing, including CAASPP and ELPAC</li> </ul>
30103	<b>Title I Parent Involvement</b>	<ul style="list-style-type: none"> <li>• Materials for parent meetings and training</li> <li>• Conferences and workshops for parents</li> <li>• Presentations for educational programs to parents or consultants</li> <li>• Parent communication materials</li> <li>• Light refreshments. (meals are not allowable)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Same as for Title I Basic.</i></li> </ul>