

ADMINISTRATIVE CIRCULAR NO. 18
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: August 30, 2005

To: All Principals; School Site Council (SSC) Chairpersons, and Division and Department Heads

Subject: EXPENDITURE OF MAJOR CATEGORICAL FUNDS

Department and/or Persons Concerned: All Principals and SSC Chairpersons

Reference: Education Code 52853 (b)

Action Requested: Use the *Major Categorical Funds—Justification for Expenditure* form as indicated

Attachments:

1. Major Categorical Funds Expenditure Guidelines
2. Major Categorical Funds—Justification for Expenditure form
3. Planning and Accountability Department Contact Information

Brief Explanation:

State Education Code requires that the School Site Council (SSC) develop the strategies and budget associated with the Single Plan for Student Achievement (SPSA), the Immediate Intervention/Underperforming Schools Program (II/USP) plan, the High Priority Schools Grant Program (HPSGP) plan, and the Comprehensive School Reform (CSR) plan. District policy is that all schools will have a SSC that will develop, review, and monitor the school plan.

The intent of supplementary categorical programs funding is to provide **direct instructional support** to students beyond the educational program provided by the district. Non-instructional supplies and expenses that do not provide a direct connection to students and their academic achievement are subject to a five percent cap. (See Attachment 1, *Major Categorical Funds Expenditure Guidelines*.) **Light refreshments are allowable for parent meetings from the Parent Involvement fund. As a reminder, meals may not be funded with categorical money.**

Expenditures from the following categorical programs must be reviewed by the SSC in relation to the goals/strategies identified in the site plan:

- Comprehensive School Reform (CSR)
- Gifted and Talented Education (GATE)
- High Priority Schools Grant Program (HPSGP)
- Immediate Intervention/Underperforming Schools Program (II/USP)
- School Assistance Intervention Team (SAIT) Grant
- School and Library Improvement Block Grant (SLIBG)
- School-Based Coordinated Program (SBCP)
- Second Language (EI-LEP)
- Title I—Basic, Core Instructional Improvement Allocations (CIIA), and Parent Involvement

Please review Attachment 1, *Major Categorical Funds Expenditure Guidelines*, with your SSC. It contains important information to help clarify appropriate uses of major categorical funds. The SSC needs to be familiar with these requirements and should refer to this guide when considering expenditures of major categorical funds.

Expenditures that were not clearly defined in the site plan for 2005-06 and accounted for in the budget grid must be approved separately by the SSC as appropriate. If you have any questions regarding the appropriateness of an expenditure, contact your designated Planning and Accountability Department Resource Teacher. (Attachment 3)

Attachment 2 is the *Major Categorical Funds—Justification for Expenditure* form. Please use this form for:

- All new positions and all positions involving funding changes.
- Any equipment purchases in excess of \$500.
- All other expenses in excess of \$1000.

The *Justification for Expenditure* form specifies the criteria required for approval of a request to expend funds. A vital consideration in approving expenditures of categorical funds entails documentation that the SSC has been involved in the budget discussion. Therefore, for the types of categorical purchases listed above, the site must complete the following steps:

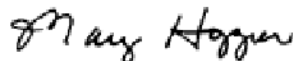
1. Meet with the SSC to discuss revisions to the site plan and re-allocation of categorical funds. The SSC must approve, at a regularly scheduled meeting, the change to the site plan and associated budget allocation.
2. Complete the attached *Major Categorical Funds—Justification for Expenditure* form with original signatures of the site principal and the SSC chairperson, ensuring that the SSC approved the changes.
3. Send the *Major Categorical Funds—Justification for Expenditure* form via school mail to your budget analyst in the Budget Office, Eugene Brucker Education Center, Room 3209.

Approval of all expenditures not clearly defined in the site plan must be obtained prior to the purchase, event, or start date.

If you have questions regarding the expenditure of categorical funds or the process used to revise expense requests, please call your assigned Planning and Accountability Department Resource Teacher (Attachment 3) at (858) 496-4048.

Linda Dusharme
Program Manager
Planning and Accountability

APPROVED:



Mary Hopper
Chief Administrative Officer

LD:cp

Attachments (3)
Distribution: Lists A, D, E, F, and O

MAJOR CATEGORICAL FUNDS EXPENDITURE GUIDELINES

A. FUNDS INCLUDED

1. Basic Program (Title I) - Title I/Part A– Resource Code 30100. Part of the No Child Left Behind Act of 2002¹, which provides federal money to support economically disadvantaged students.
2. Title I District Funded – Core Instructional Improvement Allocations (CIIA) – Resource Code 30105.
3. School-Based Coordinated Program (SBCP) – Resource Code 72500. State program allowing School and Library Improvement Block Grant (SLIBG), EIA-LEP (Resource Code 70910), and/or GATE (Resource Code 71400) funding to be coordinated into one program to provide flexibility in the use of these funds.
4. Economic Impact Aid – Limited English Proficiency (EIA-LEP) –Resource Code 70910. These supplemental funds are used to provide additional programs and services to English learners or compensatory educational services to educationally disadvantaged students.
5. Gifted and Talented Education (GATE) – Resource Code 71400. A state program to support unique opportunities for high-achieving and underachieving students who are identified as gifted and talented.
6. School and Library Improvement Block Grant (SLIBG) (formerly School Improvement Programs and School Library Materials) - Resource Code 73950. State funded under AB825 to meet the educational, personal, and career needs of every student or provide library media center materials.
7. Parent Involvement – Resource Code 30103. Used to encourage partnership with parents to deepen their involvement in children’s schooling.
8. Immediate Intervention/Under-performing Schools Program (II/USP) – Resource Codes 72551, 72552, or 72553. A state program to support academic improvement at schools not meeting API targets.
9. High Priority Schools Grant Program (HPSGP)– Funds 72581 or 72580. A state program to provide additional support to schools with lowest academic achievement.
10. School Assistance Intervention Team Grant (SAIT) – Resource Codes 30350 and 30352. A state program to provide support to schools in II/USP that are state-monitored.
11. Comprehensive School Reform (CSR) – Resource Codes 40354 or 41350. A federally funded school reform grant to improve student achievement.

B. PURPOSE

1. Focus on improving instruction and extending learning time – These programs enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging state content standards and to meet state performance standards developed for all children. The emphasis must be on direct instructional support to students.
2. Emphasis on core curriculum – Literacy and mathematics.
3. Professional development is a priority – This is available to anyone in a school-wide program, including teachers, classroom aides and, where appropriate, other staff and parents. Activities must be based on student needs at the school site. A minimum of 10% of the total Title I allocation should be devoted to professional development. (Program Improvement schools must allocate 10% of Title I funds to Professional Development).
4. Supplement, not supplant, the District’s general program – Use of funds must be in a manner that adds to or enhances but does not replace or “use instead of” District funds.
5. Foster new types of parent partnerships.

C. PROCESS

1. Single Plan for Student Achievement (SPSA), WASC, or Intervention Plans (II/USP, HPSGP, CSR, and SAIT)
A needs assessment identifies areas of need at the school site based on an analysis of current student performance data in relation to state standards. Focus is on the academic needs of the children. The students’ educational needs drive the planning cycle. The site plan describes strategies that will coordinate use of federal, state, and local resources to improve instruction and student achievement. The School Site Council (SSC) develops and approves the budget for use of all above listed categorical funds.
2. Title I Schoolwide Plan
A federal program that puts emphasis on high achievement for all students while serving the most disadvantaged youth and provides flexibility in spending Title I funds. The SPSA, CSR, II/USP, or HPSGP plan serves as the Title I Schoolwide Plan.

¹ Formerly termed Chapter 1 (between 1981 and 1994) and is part of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the Improving America’s Schools Act (IASA) of 1994 and again reauthorized by the No Child Left Behind Act of 2002.

D. BUDGET

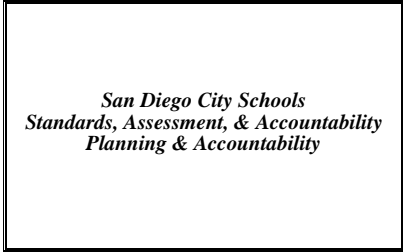
1. Using the site plan as a guide, a budget for 2005-06 was developed to implement all strategies for all funds. It includes staffing, materials, supplies, contracted services, and equipment. The budget grid in support of all expenditures in the school plan has been approved by the Board of Education.
2. The SSC must approve transfers of appropriations within any of the above listed programs.

E. SPENDING—Justification required for the following expenditures:

- ❖ All new positions and those involving funding changes to the approved budget.
 - ❖ Equipment in excess of \$500.
 - ❖ Other expenses in excess of \$1000.
1. Positions
 - a. Submit PAR online and send *Major Categorical Funds Justification for Expenditure* form to the Budget Office at Eugene Brucker Education Center, Rm. 3209.
 - b. **Approval must occur prior to assignment start date.**
 2. Equipment
 - a. Expenditures in excess of \$500 require *Justification for Expenditure* form submitted to the Budget Analyst prior to the ePro non-stock submission.
 - b. Must be addressed in the site plan.
 - c. If not **clearly instructional**, seek guidance in advance from your assigned resource teacher in the Planning and Accountability Department.
 - d. No walk-throughs.
 - e. No procurement cards.
 - f. No confirming orders.
 3. Instructional Materials
 - a. Related to student needs, instructional focus, and core curriculum.
 - b. Considered a very good use of funds.
 - c. Supplemental to, not instead of, District/State funds.
 4. Non-Instructional Supplies and Expenses
 - a. Such expenses are subject to a cap. The cap is based on a percentage of the site's total allocation in each funding source.
 - b. Fiscal year 2005-06, the cap will be 5% for all administrative costs including postage, office supplies, clerical time, etc., as well as maintenance agreements and non-classroom equipment.
 5. Travel must be pre-approved. Submit prior to trip with justification tied to site plan.
 6. Conferences, consultants for professional development must be related to site plan.
 7. Field Trips – must be part of classroom instructional plan, be related to core academics, have appropriate pre- and post-trip activities, and be tied to the site plan.
 8. Substitutes – (for classroom teachers)
 - a. For professional development.
 - b. For sick leave only for teachers paid from the categorical fund.
 9. Hourly time
 - a. For professional development.
 - b. Extra time for support of program, when necessary.
 - c. Clerical (subject to cap, see #4).
 10. Parent Involvement
 - a. Workshops for parents.
 - b. Materials for parent meetings, training, parent resource library.
 - c. Speakers, consultants for parents.
 - d. Communications for parents (including mailings).
 - e. Light refreshments.

11. Funds from Categorical Programs may not be spent for:
 - a. Noon duty
 - b. Meals
 - c. Athletic equipment
 - d. Medical supplies
 - e. Custodial supplies
 - f. Building improvement

Major Categorical Funds Justification of Expenditure



Complete this form for the following expenditures:

- ❖ All new positions and those involving funding changes to the budget grid;
- ❖ Equipment in excess of \$500;
- ❖ Other expenses in excess of \$1,000.

School Name:	Location Number:
Proposed Funding Source (budget string):	
Description of Proposed Expenditure:	

Criteria for approval of expenditure of major categorical funds:

- ◆ Student achievement data and site plan strategies were reviewed and analyzed.
Findings were:

- ◆ This expense directly supports the academic achievement of students and is supported by the site plan.
Please explain:

- ◆ The expense is supplemental to district provided services.
- ◆ The School Site Council (SSC) discussed and approved the expense and/or budget modifications. List date(s) of meeting(s): _____ (Attach a copy of agenda(s) showing budget discussion item.)
- ◆ The discussion and approval of the expense is reflected in the SSC minutes.

Required Signatures:

The undersigned declare under penalty of perjury that the foregoing is true and correct and that these assurances were signed in San Diego, California on the date(s) indicated.

Principal's Signature

Date

SSC Chairperson's Signature

Date

Attach this form to appropriate documentation and mail the original document to:

**Major Categorical Funds Budget Department
Eugene Brucker Education Center, Room 3209**

San Diego City Schools
Office of School Site Support
Standards, Assessment, and Accountability Division

**Planning and Accountability Department
Contact Information 2005-06**

Name	Title	Contact Information
Linda Dusharme	Program Manager	858-496-4048 ldusharme@sandi.net
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Resource Teacher	Contact Information	Learning Community
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Terri Reed	858-496-4056 treed1@sandi.net	Secondary/Atypical/ Alternative Schools
Peggy Zickert	858-496-8107 pzickert@sandi.net	Charter/Private Schools

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