

TITLE I DEPARTMENT

GUIDELINES FOR USE OF TITLE I GRANT FUNDS 2007-2008

Title I schools are required to ensure that funds support efforts to improve performance of all students with particular attention to at-risk children of low-income families. Funds may be used to supplement, not supplant, other state and local sources for improvements in the instructional program. **Please reflect all expenditures referenced in your School Improvement Plan (SIP) on your Title I Budget Plan Worksheet.** Purchases should be made so that it impacts the instructional program in the current year. Inappropriate expenditures may require alternative funding sources.

All requisitions and budget adjustments utilizing Title I funds must be approved by the Title I Department.

Recommended Expenditures:

- ◆ Instructional Staffing:
 - ◆ Additional classroom/Reading Recovery teachers
 - ◆ Reading specialists
 - ◆ Resource teachers in core subject areas
 - ◆ Paraprofessional educators

- ◆ Parent training/activities and supplies
- ◆ Substitutes used for professional development and data utilization meetings
- ◆ Professional development activities and supplies
- ◆ Local conference registration fees for parents, teachers/school teams
- ◆ Cultural enrichment activities specific to curriculum
- ◆ Extended time programs (before and after school, Saturday, summer) for **lowest performing students** and related expenditures (i.e., teacher salaries, student snacks, and transportation)
- ◆ Instructional materials/supplies
- ◆ Technology as related to instruction (i.e., video visualizers, computer software and hardware, LCD projectors, DVD players and digital cameras, etc.)
- ◆ Local field trips as referenced in the School Improvement Plan (SIP) and directly related to the curriculum
- ◆ Snacks for students in extended time programs and for parent training, ordered through Food and Nutrition Services

PLEASE NOTE:

Plan ahead and adhere to purchasing policies and procedures outlined by Prince George's County Public Schools to purchase materials or equipment. **Use the Oracle iProcurement process in lieu of a disbursement authority.**

Contracted and consultant services must be completed via the Oracle iProcurement process prior to services being rendered (**6-8 weeks in advance**). Refer to procedures stated in Bulletin P-11-03 dated January 22, 2003.

TITLE I DEPARTMENT

SUB-OBJECT CODES APPROPRIATE FOR TITLE I GRANT FUNDS

ORACLE SUB-OBJECT CODES

Salary and Wage Sub-objects

- 5135 Part-time Substitutes Salaries: Used to release teachers for student assessment, data utilization meetings and consultant site visits.
- 5115 Temporary Employees (Part-time Instruction): Extended Learning Opportunities (ELO) for students (i.e., before and after school, Saturday, summer). Reminder: Second job assignments are submitted in Oracle using the Title I account string. Submit a Request for a Second Job Assignment Form to the Title I Instructional Specialist for verification.
- Part-time Basic Staff Development: Submit an original copy of the Workshop Pre-Approval Form within a minimum of **two weeks prior** to the scheduled date of activity. The Pre-Approval Form should detail dates, hours, presenters, objectives, appropriate Oracle account strings identified as the source of payment for each workshop, projected audience, and number of participants. On the Pre-Approval Form, the Regional Assistant Superintendent, Director of the Title I Department, and the principal are the required signatures when using Title I funds. (Refer to Bulletin P-11-03 dated January 22, 2003, for additional follow-up forms and signatures required.) County employees, other than administrators, who facilitate workshops should be identified as instructors and paid at the appropriate workshop rate. A HALF-DAY IS THREE AND A HALF (3.5) HOURS. A FULL DAY IS SEVEN (7) HOURS. (Use program code #2601.)
- 5233 Classroom Teacher: Includes reading recovery teachers (not special education or ESOL). See "Average Salaries" to complete Budget Plan Worksheet. **Provide Site Based Position Action Request (SPAR), written justification, and job description for each position.**
- 5234 Resource Teacher: Includes curriculum coaches and technology specialist. See "Average Salaries" to complete Budget Plan Worksheet. **Provide Site Based Position Action Request (SPAR), written justification, and job description for each position.**
- 5213 Reading Specialist: See "Average Salaries" to complete Budget Plan Worksheet. **Provide Site Based Position Action Request (SPAR), written justification, and job description for each position.**
- 5236 Teaching Aide (Paraprofessional Educators): (except special education paraprofessional educators). **Provide Site Based Position Action Request (SPAR), written justification and job description as included in the School Improvement Plan (SIP).**

Contracted Service Sub-objects

5401 Instructional (Educational Consultants): Costs of consultants used in professional development. If the consultant fees are below \$5,000, and therefore do not require Board of Education approval, a purchase order requisition can be submitted for services via the Oracle iProcurement process, identified as a non-catalog request. Approval of Regional Assistant Superintendent is required in advance of service delivery. Any information that is a necessary part of the communication to the consultant should be addressed in the requisition as a note to the buyer and item description. **Submit at least 6-8 weeks prior to consultant visit.** (Refer to Bulletin P-11-03 dated January 22, 2003, for additional information for consultant fees above the \$5,000 limit). County employees may not be hired under this sub-object code.

Instructional (Cultural Enrichment): Costs associated with cultural enrichment activities for students should be in the School Improvement Plan (SIP), connected to curriculum, aligned to state standards, and submitted for prior approval. Submit non-catalog request via the Oracle iProcurement process. Include a detailed description of services to be performed and date of activity. **Contact the Purchasing Department if vendor is not in Oracle.** After services are performed and goods/services are received via Oracle, submit original invoice and vendor contract to the Accounts Payable Department to finalize payment.

5458 Software (Software License): Costs to purchase licenses for software. (Check approved list from county technology office or PGCPs web site.)

5482 Food Service-Catering (Catering Services, In-House): Use when Food and Nutrition Services is preparing and providing light refreshments. Contact food services in advance for availability. Submit a copy of the food order to your Instructional Specialist.

5575 Food and Food Products – Food Services Bulk Order: Use when ordering bulk orders for student and parent snacks from Food and Nutrition Services. Submit a copy of the food order to your Instructional Specialist.

5484 School Activity Transportation: Costs of transportation using school system vehicles. Please use the appropriate program code, #5091. Trips should relate directly to school curriculum and family involvement activities. (Refer to Bulletin S-20-07.)

5313 Rental of Vehicle: Limited usage when school system transportation is unavailable. Refer to school system bulletin (S-20-07) guidelines for policy and procedures.

Supply and Material Sub-objects

5562 **Classroom/Teacher Supplies (Materials of Instruction): Include an itemized list of materials and equipment if the total amount exceeds \$5,000.**

Costs of those items consumed in the learning process:

- **Instructional Materials:** Cost of supplemental educational supplies that support the county's core curriculum (e.g., leveled readers, math manipulatives, and materials for extended day programs, etc.).
- **Educational Communication Supplies:** Costs of audiovisual, television, and radio supplies and materials such as projector bulbs, headphones, cassettes, surge protectors, extension cords, and other supplies costing less than \$500.
- **Educational Communication Equipment costing less than \$500:** Costs of supplementary television sets, DVD players, VCRs, classroom cassette recorders, CD players, deskjet printers, graphing calculators, science lab equipment, and other audiovisual equipment with a per unit cost of **less than \$500 in value.**
- **Classroom Furniture:** Audio-visual cart and computer tables only.
- **Classroom Stationery:** Costs of classroom allotments for supplies and materials, (e.g., paper, learning center supplies, and computer cartridges, etc.).
- **Instructional Software:** Costs of instructional software that is on the county approved list.
- **Maps and Globes:** Costs of maps and globes, both new and replacement. Desk maps may be purchased using 5562.
- **Films/Video Cassettes:** Costs to purchase additional video cassettes/film to support core curriculum areas or professional development for classroom teachers.

5568 **Student Supplies:** Students supplies such as pencils, pens, scissors, crayons, rulers, protractors, compasses, composition books, student journals, agenda books, and science display boards. **Items listed in this category are not considered parent involvement materials and supplies.**

Other Charges Sub-objects

- 5612 Registration Fees: Costs of conference registration fees for teachers and/or school teams to attend local conferences. Conference registrations packet needs to be submitted to Regional Assistant Superintendent (RAS) before to creating requisition in Oracle. (Packet includes: memo to RAS, conference announcement, registration, non-local travel and leave form for each participant.) Submit required conference documentation within a minimum of **two weeks prior** to the scheduled date of conference. (Refer to Procedure 4133.)
- 5686 Dues (Student Subscriptions): Costs of student subscriptions to local, regional, or national magazines. Magazines should be of educational value and correlated to county curriculum. **Submit at the beginning of the school year. Refer to school system vendor list.**
- 5696 Entrance Fees for Field Trip Expense: Entrance fees for trips directly related to school curriculum. Adhere to school system guidelines for all field trips. A field trip packet needs to be signed by Regional Assistant Superintendent (RAS) before submission in Oracle. (Packet retained at the school includes: memo to RAS and description of program with educational outcomes.) Submit through Oracle iProcurement **six to eight weeks in advance.**

Property/Equipment Sub-objects

- 5734 Computers – Instructional (Classroom Computers, Instruction): Costs of supplementary classroom computers and printers in which per unit cost **exceeds \$500 in value**. Approval by Informational Technology must proceed forwarding to the Title I Department.
- 5736 Educational Communication Equipment: Costs of supplementary video visualizers, digital cameras, LCD projectors, and other audiovisual equipment that per unit cost **exceeds \$500 in value**.

TITLE I DEPARTMENT

PARENTAL INVOLVEMENT

2007-2008

The “No Child Left Behind Act of 2001” describes the parents’ right to be involved in Title I and requires that, “...programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.” Federal law mandates that Title I schools include parents/guardians in the school improvement process and on the school improvement team. Schools must demonstrate that parents/guardians are actively involved in decision making processes.

School systems must reserve at least one percent of their Title I allocation for parental involvement activities, but are now required to pass 95 percent of the reserved funds to Title I schools. As a result, each school will receive a parent involvement allocation based on the number of FARMS eligible students. Title I Parent/Family Involvement Coordinators will assist schools in developing quality programs to ensure compliance with the law.

Suggestions for parent involvement activities (and the appropriate sub-objects) are listed below:

5599	<u>Other Miscellaneous Supplies - Materials of Instruction:</u> <ul style="list-style-type: none">◆ Parent books◆ Materials for lending libraries◆ Supplies for parent training
5482	<u>Food Service-Catering (Catering Services, In-House):</u> Use when food service is preparing and serving parent refreshments. Submit a copy of the food order to your Instructional Specialist.
5115	<u>Temporary Employees</u> – Use when conducting parent workshops.
5575	<u>Food and Food Products – Food Services Bulk Order:</u> Use when ordering bulk orders for student and parent snacks from Food and Nutrition Services. Submit a copy of the food order to your Instructional Specialist.
5686	<u>Parent Magazines</u>
5612	<u>Registration</u> fees for parent-related conferences
5405	<u>Interpreter</u> - Use when conducting parent workshops and meetings.

TITLE I DEPARTMENT

10% PROFESSIONAL DEVELOPMENT 2007-2008

Title I schools in year one and two of improvement are required to use ten percent (10%) of their allocation for total school staff development.

Recommended expenditures and appropriate sub-objects are listed below:

5115	<p><u>Temporary Employees:</u></p> <ul style="list-style-type: none">• Part-time Basic Staff Development: Used for teacher stipends for staff development workshops
5135	<p><u>Part-time Substitutes:</u> Used to release teachers for staff development activities.</p>
5401	<p><u>Educational Consultant:</u> Costs of consultants used in professional development. Board of Education approval is not required if consultant fees are below \$5,000. A purchase order requisition can be submitted for services via the Oracle iProcurement process, identified as a non-catalog request. A letter of approval from the Regional Assistant Superintendent is required in advance of service delivery. Any information (date, time, etc.) that is a necessary part of the communication to the consultant should be addressed in the Note to Buyer area of the requisition. Submit at least 6-8 weeks prior to consultant visit. (Refer to Bulletin P-11-03 dated January 22, 2003, for additional information for consultant fees above the \$5,000 limit). County employees may not be hired under this sub-object code.</p>
5574	<p><u>Staff Development Supplies:</u> Cost of books and journals for professional libraries.</p>
5612	<p><u>Registration Fees:</u> Costs of conference registration fees for teachers and/or school teams to attend local conferences. Conference registrations packet needs to be submitted to Regional Assistant Superintendent (RAS) before creating requisition in Oracle. (Packet includes: memo to RAS, conference announcement, registration, non-local travel and leave form for each participant) Submit required conference documentation within a minimum of two weeks prior to the scheduled date of conference. (Refer to Procedure 4133.)</p>
5686	<p><u>Dues/Subscriptions:</u> Costs of student subscriptions to local, regional, or national magazines. Magazines should be of educational value and correlated to county curriculum. Submit at the beginning of the school year. Refer to school system vendor list.</p>