

Understanding your Title I Budgets

Use of Title I Funds

Based upon these principles the following guidelines have been established to help schools improve instruction and increase student learning and achievement. Therefore, we encourage you to use regular Title I funds to:

- Keep all current instructional staff positions and if appropriate to add instructional positions.
- Run ESS-type programs.
- Update classrooms with instructional equipment (SmartBoards, computers, projectors, Elmos, etc.).
- Buy textbooks and library books for which state or local funds are not provided.
- Buy math and science notebooks.
- Buy instructional software.
- Buy instructional aids.
- Provide high quality instructional field trips and learning opportunities for students.
- Deliver high quality professional development that improves academic performance.
- Provide instructional coaching in the areas of math, literacy and science.
- Engage parents in student learning and achievement.

Funds **MUST** be used for research-based, scientifically proven strategies, programs, or models to meet the needs of children who are failing or most at risk of failing to meet Kentucky's academic and student performance standards. **The use of Title I funds MUST align with the school's CSIP.**

No more than **15%** of your Title I funds can be used to purchase consumable materials and supplies.

Title I funds can be used to rent facilities for professional development sessions only after all "free" options (public Library, churches and other community organizations) including JCPS properties have been considered. There must be a direct educational purpose for renting a meeting facility. Rental facilities available at a reasonable rate include King Conference Centers (Metro Parks), Jewish Community Center, Muhammad Ali Center, KY Office for the Blind McDowell Center, Jefferson Community College, Baptist East Hospital and the University of Louisville.

Title I funds cannot be used to take the place of state and local funds that remain available to your school. **SUPPLANTING IS NOT ALLOWED.** In other words, you cannot use federal funds to pay for things that would normally be paid for with state or local funds *UNLESS* those funds are no longer available.

Title I Instructional Funds must be used to enhance literacy, math and science instruction and student achievement in these areas.

Title I Parent Involvement Funds must be used to engage parents in their child's education and to improve student academic success.

Budget Narratives

District is under a microscope for all Title I expenses regardless of which part of the budget incurs them. It is imperative that the actual expenses match the approved budget narrative as closely as possible. This is an important "check and balance" to ensure that the funds are being spent appropriately and according to a well-developed plan that is designed to help all students move towards proficiency in literacy, math and science.

Purchasing Intervention Materials

Only District-approved materials for interventions should be purchased with Title I funds. Non-District approved materials should not be used for interventions and therefore cannot be purchased with Title I funds.

Field Trips

Only field trips that have a direct literacy, math or science instructional purpose can be paid for with Title I funds. This rationale should be noted in the general notes section on the requisition in MUNIS. All field trips must have Assistant Superintendent and Board Approval.

General Reminders

Please remember that funds will carry over to the next school year. However, funds should be spent on current year students and not to stockpile supplies for next year. All books and equipment purchased with Title I funds should be marked "Purchased with Title I Funds." Items should also be marked and recorded in compliance with JCPS policy.

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Contracts & Addendums

Contracts – Approved contracts must be completed for any service provider where the dollar amount will be \$5000.00 or more. The contract must be approved by the Board **PRIOR** to the beginning of service. After Board approval, a requisition must be put on line for payment of the contract. **This must be done every time a vendor over \$5000.00 is being used.**

Please refer to the following link to aid you in preparing contracts for Board approval:

<http://www.jefferson.kyschools.us/Departments/GeneralCounsel/Welcome.html>

After going to this link, please refer on the left to “Contract for Procurement of Professional Services Form (All forms must be completed)”.

- Contract for Procurement of Professional Services
- Routing Form
- Certificate of Liability Insurance (*due at the time the contract is turned in*)
 - The following forms of insurance are required:
 - General Liability
 - Automobile Liability
 - Workers Comp. (*can be waived if no employees, but must be written into the contract; Contact Rosemary Miller to get waived*)

Each school’s principal must submit these documents to Title I Director, Linda Handley, at least four weeks prior to the contract being added to the Board Meeting date.

Addendum – Any service under \$5000.00 where the vender will provide services at your school location an “Addendum to JCPS District Purchase Order” must be on file and approved by purchasing **PRIOR** to any services being provided.

Examples: Blue Apple Players, Dance Instructors, Guest Speakers, Workshop Providers.

This must be done every time a vendor will be coming to your location.

BOARD MEETING DATES

Generally, the board holds regular business meetings at 7 p.m. on the second and fourth Mondays of each month. Please make sure to check the JCPS website for actual board meeting dates and times.

Unauthorized Title I Purchases

All purchases with Title I grant funds must be for the direct improvement of student academic achievement as reflected in the schools' Comprehensive School Improvement Plan. Therefore, the following expenditures are unauthorized under the Title I program:

- Permanent fixtures to buildings (remodeling, renovations, parking spaces, paving, etc.);
- Items for the maintenance of building (custodial/maintenance supplies, lawn mowers, etc.);
- Office supplies (paperclips, staples, staplers, etc.);*
- Coffee cups, water bottles, mugs, key-chains, book-bags, tote-bags, and school uniforms;
- Bumper stickers;
- Student agendas and teacher plan books;
- Communication equipment (walkie-talkies, telephones, beepers, etc.);
- Computer/technology equipment for administrators/clerical;
- Art and music supplies*;
- Physical Education/Playground equipment/supplies (bats, gloves, mats, gyms, nets, etc.);
- Furniture for administrators/clerical;
- Furniture for classrooms/labs/media centers, etc.*;
- Dues in professional organizations for individuals;
- Copiers;
- Motor vehicles; and
- Land purchases.

The above-mentioned items, as well as any other similar items not listed, are unauthorized purchases with the Title I grant funds. Exceptions may be made for items indicated by an asterisk with approval from Title I Administration. Should you have any questions, please contact the Gheens Grants & Awards Office at 485-3005.