

**SITE OPERATIONS CIRCULAR NO. 1017**  
Office of the Chief Curriculum and Staff Development Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 17, 2008

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

**Subject:** EXPENDITURE OF MAJOR CATEGORICAL FUNDS FOR 2008-09

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

**Reference:** Education Code 52853(b)

**Action Requested:**

1. Submit PARS for personnel changes funded by a categorical program.
2. Use the *Major Categorical Funds—Justification of Expenditure for Budget Transfer 2008-09* form as needed.

**Brief Explanation:**

State Education Code requires that the School Site Council (SSC) oversee the strategies and budgets associated with the Single Plan for Student Achievement (SPSA), which includes schools operating under an intervention plan (the High Priority Schools Grant Program [HPSGP] or the School Assistance and Intervention Team [SAIT] Corrective Action Plan), and those operating under a Western Association of Schools and Colleges (WASC) plan.

Using their SPSA as a guide, sites allocated categorical funds for the 2008-09 school year. The SPSA and corresponding categorical budgets were reviewed by the Program Monitoring Department and approved by the Board of Education. As plans are adjusted during the year, budget allocations may need to be adjusted as well.

Intent and Use of Categorical Funds:

The intent of supplementary categorical programs funding is to provide **direct instructional support** to students beyond the educational program provided by the district. **All supplies and expenses must provide a direct connection to students and their academic achievement, and must be clearly identified and justified as supporting student achievement.** (Attachment 1, *Major Categorical Funds Expenditure Guidelines for 2008-09.*) Light refreshments are allowable from Parent Involvement funds (Resource Code 30103) for parent meetings that focus on improving student achievement. As a reminder, meals may not be funded with categorical money. Additional restrictions are listed in Attachment 1.

Expenditures for 2008-09 from the following categorical programs must be reviewed by the SSC on an ongoing basis in relation to the goals/strategies identified in the site plan:

- Title I Part A Basic Program [Resource Code 30100]
- Title I Parent Involvement [Resource Code 30103]
- Economic Impact Aid/State Compensatory Education (EIA/SCE) [Resource Code 70900]
- Economic Impact Aid/Limited English Proficient (EIA/LEP) [Resource Code 70910]
- School-Based Coordinated Program (SBCP) [Resource Code 72500]
- School and Library Improvement Block Grant (SLIBG) [Resource Code 73950]
- Quality Education Improvement Act (QEIA) [Resource Code 74000]
- Discretionary Block Grant [Resource Code 73960]
- High Priority Schools Grant Program (HPSGP) [Resource Codes 72581 and 72582]

Please review Attachment 1, *Major Categorical Funds Expenditure Guidelines for 2008-09*, with your SSC. This important information will help clarify appropriate uses of major categorical funds. The SSC must be familiar with these requirements and should refer to these guidelines when creating the school plan and accompanying budget grid.

#### Instructions for Expending Funds Related to Categorical Budgets:

For the following categorical budget requests, sites must complete the *Major Categorical Funds—Justification of Expenditure for Budget Transfer 2008-09* form (Attachment 2). This form must be used for:

- 1) Changes in categorical expenditures that were allocated in the 2008-09 SPSA.
- 2) Expenditures of categorical carryover funds.

**Review and approval by Program Monitoring staff of all categorical expenditures, including PARs for personnel changes, must be obtained prior to the purchase, event, or start date. If expenditures are made without prior approval, they may be transferred to the site's unrestricted budgets.**

To request categorical budget transfers, sites should complete the following steps:

1. Meet with your SSC to review site student performance data related to student needs. The SSC must discuss and approve the needed changes/additions to the SPSA and associated budget allocations.
2. Complete the *Major Categorical Funds—Justification of Expenditure for Budget Transfer 2008-09* form (Attachment 2). This form must be filled out completely and signed by the site principal and the SSC Chairperson prior to submission. A sample form is provided for your reference. (*Major Categorical Funds—Justification of Expenditure for Budget Transfer 2008-09 Sample*, Attachment 3).
3. Submit the following documents to the Program Monitoring Department:
  - Original copy of the *Major Categorical Funds—Justification of Expenditure for Budget Transfer 2008-09* form with original signatures of the site principal and the

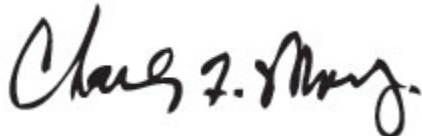
- SSC chairperson assuring that the SSC approved modifications to SPSA and categorical budget.
- Copy of minutes of the SSC meeting showing explicit changes to the SPSA that were approved, with discussion and approval highlighted.
4. Make sure that changes in the plan and categorical budgets are reflected in your current 2008-09 SPSA.
  5. Maintain copies of the above documents and SPSA adjustments in your SSC Notebook.

Program Monitoring Department staff will review the request and accompanying documentation and confirm that the proposed changes in the SPSA and categorical budget expenditures conform to the SPSA goals and are in compliance with federal, state, and district requirements related to categorical programs. Program Monitoring staff will then send an e-mail notification to the site principal and budget analyst approving the request.

If you have questions regarding the expenditure of categorical funds, the appropriateness of an expenditure, or the process used to request a transfer of expenditures, please call the Program Monitoring Department at (858) 496-4048.

Debbie Beldock  
Executive Director  
Federal and Special Programs

APPROVED:



Charles Morris  
Chief Curriculum  
and Staff Development Officer

DB:tr

Attachments (4)

1. *Major Categorical Funds Expenditure Guidelines for 2008-09*
2. *Major Categorical Funds—Justification of Expenditure for Budget Transfer 2008-09 form*
3. *Major Categorical Funds—Justification of Expenditure for Budget Transfer 2008-09 Sample*
4. Program Monitoring Department 2008-09 Contact Information

Distribution: Lists B, D, E and F



**San Diego Unified School District**  
**Office of Curriculum and Staff Development**  
**Federal and Special Programs Division**  
**Program Monitoring Department**

---

**MAJOR CATEGORICAL FUNDS**  
**EXPENDITURE GUIDELINES FOR 2008-09**

**A. FUNDS INCLUDED**

1. Basic Program—Title I/Part A—Resource Code 30100. Part of the No Child Left Behind Act of 2002<sup>1</sup>, which provides federal money to support economically disadvantaged students.
2. Title I Parent Involvement—Resource Code 30103. Used to encourage partnerships with parents to improve student achievement.
3. Economic Impact Aid/State Compensatory Education (EIA/SCE)—Resource Code 70900. Funds used to provide compensatory educational programs and services to educationally disadvantaged students to enable them to reach proficiency in literacy and mathematics.
4. Economic Impact Aid /Limited English Proficiency (EIA/LEP)—Resource Code 70910. Supplemental funds used to provide additional programs and services to English learners to enable them to become proficient in English.
5. 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.
6. School-Based Coordinated Program (SBCP)—Resource Code 72500. State program allowing School and Library Improvement Block Grant (Resource Code 73950), EIA/SCE (Resource Code 70900), EIA/LEP (Resource Code 70910), and/or GATE (Resource Code 71401) funding to be coordinated into one program to provide flexibility in the use of these funds.
7. Discretionary Block Grant—Resource Code 73960. A one-time 2006-07 block grant providing funds to close the achievement gap and ensure that all students reach proficiency in literacy and mathematics.
8. High Priority Schools Grant Program (HPSGP)—Resource Codes 72581 and 72582. A state program to provide additional support to schools with lowest academic 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 must be on direct instructional support to students in core subjects.
3. 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. **A minimum of 10 percent of the total Title I allocation should be devoted to professional development. (Program Improvement schools must allocate 10 percent of Title I funds to Professional Development).**
4. Supplement, not supplant, the District's general program. Use of funds must add to or enhance, not replace, District funds.
5. Foster new types of parent partnerships that focus on improving student achievement.

---

<sup>1</sup> 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.

## C. PROCESS

### 1. Single Plan for Student Achievement (SPSA)

A needs assessment identifies student learning needs 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 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 associated budget allocations for use of all above-listed categorical funds.

### 2. 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 SPSA serves as the Title I Schoolwide Plan.

## D. BUDGET

1. Using the SPSA as a guide, each site developed a budget for 2008-09 to implement all strategies for each available funding source. It included staffing, materials, supplies, contracted services, and equipment. The SPSA and the budget grid, which support all expenditures in the plan, have been approved by the Board of Education.

2. The SSC must approve transfers of allocations within any of the above-listed programs.

## E. SPENDING

Categorical expenditures from the above-named resources will be routed through the Program Monitoring Department for approval. Approval of all expenditures, including PARs, must be obtained prior to the purchase, event, or start date.

### **Instructions for Expending Funds Related to Categorical Budgets:**

For changes in categorical expenditures from those originally allocated in the 2008-09 SPSA, or for expenditures of categorical carryover funds, you will need to obtain SSC approval and adjust your 2008-09 SPSA to reflect the modifications. For these expenditures, complete the *Major Categorical Funds—Justification of Expenditure for Budget Transfer 2008-09* form; this form delineates modifications to your SPSA once it is approved. Send the Budget Transfer Justification form (with original signatures of the principal and SSC chairperson), along with SSC meeting minutes verifying SSC approval, to Program Monitoring, IMC, Building D. Once approved by the Program Monitoring Department, the principal and budget analyst will receive an e-mail notification.

**The following guidelines describe requirements for expending categorical funds:**

1. Equipment
  - a. Must be addressed in the site plan.
  - b. If not **clearly instructional**, seek guidance in advance from your assigned Resource Teacher in the Program Monitoring Department.
  - c. No procurement cards.
  - d. No confirming orders.
2. Instructional Materials
  - a. Must be related to student academic needs, instructional focus, and core curriculum.
  - b. Supplemental to, not instead of, district/state funds.
3. Non-Instructional Supplies and Expenses
  - a. Must specifically identify how non-instructional supplies and expenses support student achievement.
  - b. Administrative costs include postage, office supplies, clerical time, etc., as well as maintenance agreements and non-classroom equipment.
4. Travel must be pre-approved. Submit prior to trip with justification tied to site plan.
5. Conferences and/or Consultants for professional development must be related to site plan.
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.
7. Substitutes (for classroom teachers)
  - a. For professional development.
  - b. For sick leave only for teachers paid from a categorical fund.
8. Hourly time
  - a. For professional development.
  - b. Extra time for support of program, when necessary.
  - c. Clerical time beyond the regular school day.
9. Parent Involvement
  - a. Workshops for parents.
  - b. Materials for parent meetings, training, parent resource library.
  - c. Speakers, consultants for parents.
  - d. Communications with parents (including mailings).
  - e. Light refreshments.

**The following expenses may NOT be funded through categorical programs.**

- a. Noon duty
- b. Meals
- c. Athletic equipment
- d. Medical supplies
- e. Custodial supplies
- f. Building improvement

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Federal and Special Programs Division  
Program Monitoring Department  
IMC, Building D  
(858) 496-4048

## Major Categorical Funds Justification of Expenditure for Budget Transfer 2008-09

Complete this form for the following expenditures:

- Changes in categorical expenditures that were allocated in the 2008-09 SPSA.
- Expenditures of categorical carryover funds.

<b>SCHOOL NAME:</b>	<b>LOCATION NUMBER:</b>
<b>BUDGET ANALYST:</b>	
<b>PROPOSED FUNDING SOURCE (Resource Code):</b>	
<b>PAR NUMBER:</b>	
<b>DESCRIPTION OF PROPOSED EXPENDITURE: (What are you funding, and what is the intended benefit to students?)</b>	
<p><b>Expenditure</b></p> <p><b>Benefit to Students:</b></p>	
<b>SOURCE OF FUNDING: (From which account will you move funds to cover this expense, e.g., from "Instructional Supplies"?)</b>	
<b>From:</b>	
<b>REQUIRED SPSA MODIFICATION: (Include goal and page number in SPSA.)</b>	
<b>Goal/Page #:</b>	
<b>DATA USED TO DETERMINE MODIFICATION TO SPSA:</b>	
<input type="checkbox"/> API <input type="checkbox"/> AYP <input type="checkbox"/> CAHSEE <input type="checkbox"/> CELDT <input type="checkbox"/> CST <input type="checkbox"/> DMT <input type="checkbox"/> DRA <input type="checkbox"/> DRP <input type="checkbox"/> ARI/IRI <input type="checkbox"/> Other (Please specify): <input type="checkbox"/> Other (Please specify):	

### BUDGET TRANSFER REQUEST

	Dept.	Resource	Budget Reference	Account	Program	Class	Fund	Extended	Amount
<b>FROM:</b>									\$
<b>TO:</b>									\$
	<b>Dept.</b>	<b>Resource</b>	<b>Budget Reference</b>	<b>Account</b>	<b>Program</b>	<b>Class</b>	<b>Fund</b>	<b>Extended</b>	<b>Amount</b>



**Site Assurances:**

- Student achievement data and site plan strategies were reviewed and analyzed. Based on our findings, the SSC has approved modifying our Single Plan for Student Achievement (SPSA) and categorical budget.
  - List date(s) of SSC meeting(s): \_\_\_\_\_
- The discussion and approval of the plan and/or budget modification is reflected in the SSC meeting minutes.
- A copy of the SSC meeting minutes showing plan and budget discussion item is attached, and discussion/approval item is highlighted.
- The SPSA has been updated to reflect the modifications.
- The expense is supplemental to district-provided services.

**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.*

<b>Principal (Print Name)</b> _____	<b>Date</b> _____	<b>SSC Chairperson (Print Name)</b> _____	<b>Date</b> _____
<b>Principal's Signature</b> _____	<b>Date</b> _____	<b>SSC Chairperson's Signature</b> _____	<b>Date</b> _____

Central Office Use Only	
Received by Program Monitoring: _____	Reviewed by: _____
_____ Approved	_____ Denied
Reason for Denial: _____	
Received by Budget Analyst: _____ Date Posted: _____	

Central Office Use Only
PM _____
BA _____

Attach this form—with original signatures—to appropriate documentation and submit all documents to:

**Program Monitoring Department  
IMC, Building D**

(Retain copy at site in the SSC Notebook.)

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Federal and Special Programs Division  
Program Monitoring Department  
IMC, Building D  
(858) 496-4048

## Major Categorical Funds Justification of Expenditure for Budget Transfer 2008-09

Complete this form for the following expenditures:

- Changes in categorical expenditures that were allocated in the 2008-09 SPSA.
- Expenditures of categorical carryover funds.

<b>SCHOOL NAME:</b> Best Middle School	<b>LOCATION NUMBER:</b> 5555
<b>BUDGET ANALYST:</b> Herb Stone	
<b>PROPOSED FUNDING SOURCE (Resource Code):</b> 30100	
<b>PAR NUMBER:</b> N/A	
<b>DESCRIPTION OF PROPOSED EXPENDITURE: (What are you funding, and what is the intended benefit to students?)</b>	
<p><b>Expenditure</b> Visiting teachers to provide opportunities for teachers to participate in professional development.</p> <p><b>Benefit to Students:</b> Professional development for teachers will enable them to clarify and create standards-based lessons; provide differentiated instruction for struggling students; modify and pace instruction to bring students to mastery; identify classroom materials that are aligned to the standards; and use state, district, and site disaggregated data to analyze student progress so as to modify instruction and provide remediation as needed.</p>	
<b>SOURCE OF FUNDING: (From which account will you move funds to cover this expense, e.g., from "Instructional Supplies"?)</b>	
<p><b>From:</b> Instructional supplies—\$6,000 Equipment—\$1,000 Clerical/hourly—\$500</p>	
<b>REQUIRED SPSA MODIFICATION: (Include goal and page number in SPSA.)</b>	
<b>Goal/Page #:</b> Goals 1 & 2, pp. 5 & 8 (Support for Staff, Professional Development)	
<b>DATA USED TO DETERMINE MODIFICATION TO SPSA:</b>	
<input type="checkbox"/> API <input type="checkbox"/> AYP <input type="checkbox"/> CAHSEE <input type="checkbox"/> CELDT <input checked="" type="checkbox"/> CST <input type="checkbox"/> DMT <input type="checkbox"/> DRA <input type="checkbox"/> DRP <input type="checkbox"/> ARI/IRI <input checked="" type="checkbox"/> Other (Please specify): Site assessments, course grades <input type="checkbox"/> Other (Please specify):	

### BUDGET TRANSFER REQUEST

	Dept.	Resource	Budget Reference	Account	Program	Class	Fund	Extended	Amount
<b>FROM:</b>	5555	30100	00	4301	1000	1110	01000	0000	\$6,000
<b>TO:</b>	5555	30100	00	5107	2140	0000	01000	0000	\$6,000
	<b>Dept.</b>	<b>Resource</b>	<b>Budget Reference</b>	<b>Account</b>	<b>Program</b>	<b>Class</b>	<b>Fund</b>	<b>Extended</b>	<b>Amount</b>

<b>FROM:</b>	5555	30100	00	4491	1000	1110	01000	0000	\$1,000
--------------	------	-------	----	------	------	------	-------	------	---------

<b>TO:</b>	<b>Dept.</b>	<b>Resource</b>	<b>Budget Reference</b>	<b>Account</b>	<b>Program</b>	<b>Class</b>	<b>Fund</b>	<b>Extended</b>	<b>Amount</b>
	5555	30100	00	5107	2140	0000	01000	0000	\$1,000

<b>FROM:</b>	<b>Dept.</b>	<b>Resource</b>	<b>Budget Reference</b>	<b>Account</b>	<b>Program</b>	<b>Class</b>	<b>Fund</b>	<b>Extended</b>	<b>Amount</b>
	5555	30100	00	2451	2700	0000	01000	0000	\$500

<b>TO:</b>	<b>Dept.</b>	<b>Resource</b>	<b>Budget Reference</b>	<b>Account</b>	<b>Program</b>	<b>Class</b>	<b>Fund</b>	<b>Extended</b>	<b>Amount</b>
	5555	30100	00	5107	2140	0000	01000	0000	\$500

SAMPLE

**Site Assurances:**

- Student achievement data and site plan strategies were reviewed and analyzed. Based on our findings, the SSC has approved modifying our Single Plan for Student Achievement (SPSA) and categorical budget.
  - List date(s) of SSC meeting(s): **September 15, 2008**
- The discussion and approval of the plan and/or budget modification is reflected in the SSC meeting minutes.
- A copy of the SSC meeting minutes showing plan and budget discussion item is attached, and discussion/approval item is highlighted.
- The SPSA has been updated to reflect the modifications.
- The expense is supplemental to district-provided services.

**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.*

Jane Wright	9/15/08	Nicholas Alvarez	9/15/08
Principal (Print Name)	Date	SSC Chairperson (Print Name)	Date
<i>Jane Wright</i>	9/15/08	<i>Nicholas Alvarez</i>	9/15/08
Principal's Signature	Date	SSC Chairperson's Signature	Date

Central Office Use Only

Received by Program Monitoring: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason for Denial: \_\_\_\_\_

Received by Budget Analyst: \_\_\_\_\_ Date Posted: \_\_\_\_\_

Central Office  
Use Only

PM \_\_\_\_\_

BA \_\_\_\_\_

Attach this form—with original signatures—to appropriate documentation and submit all documents to:

**Program Monitoring Department  
 IMC, Building D**

**(Retain copy at site in the SSC Notebook.)**



**San Diego Unified School District**  
 Office of Curriculum and Staff Development  
 Federal and Special Programs

**PROGRAM MONITORING DEPARTMENT  
 2008-09 CONTACT INFORMATION**

Terri Reed  
 Program Manager

**Program Monitoring Department**  
**Instructional Media Center, Building D**  
**2441 Cardinal Lane, San Diego, CA 92123**  
**Phone: (858) 496-4048**  
**Fax: (858) 571-3180**

<http://www.sandi.net/depts/programmonitoring/>

	<b>CONTACT INFORMATION</b>	<b>SCHOOL TYPE</b>
<b>Terri Reed</b>	(858) 496-4051 <a href="mailto:treed1@sandi.net">treed1@sandi.net</a>	Middle Schools (Salazar)
<b>John Anella</b>	(858) 496-4055 <a href="mailto:janela@sandi.net">janela@sandi.net</a>	High Schools (Meyer)
<b>Mary Johnson</b>	(858) 496-4056 <a href="mailto:mjohnson8@sandi.net">mjohnson8@sandi.net</a>	Elementary Schools (Barry) K-8 Schools (Wilson)
<b>Roxanne Navarro</b>	(858) 496-4057 <a href="mailto:rnavarro@sandi.net">rnavarro@sandi.net</a>	Elementary Schools (Lathan) Middle Schools (Lordan)