GRANT HIGH SCHOOL CATEGORICAL FUNDS

PURPOSE

The purpose of Title I and EIA (Economic Impact Aid-State Compensatory Education) funds is to meet the educational needs of children in low-income households and children in local institutions for neglected or delinquent children. **Participants include students who are at risk of failing, disabled, and English learners.**

Compensatory education funds supplement services needed to raise the academic achievement level. To reach the goal of accelerating student achievement rates, the District has established the following instructional priorities for Title I programs:

1. provide effective, research-based professional development;
2. provide support for at-risk students with social and emotional behaviors;
3. promote personalization via reduced student-to-teacher ratio and reduced student-to-counselor ratio;
4. provide supplemental materials for Tier II interventions; and
5. build effective school, family and community partnerships.

FUNDING SOURCES

Federal: Elementary and Secondary Education Act of 1965 (ESEA/Title I, No Child Left Behind Act of 2001)
State: Economic Impact Aid-State Compensatory Education (EIA-SCE)

Categorical Budgets 2015-16

**Title I/ EIA-SCE** - The purpose of this fund is to upgrade entire educational system of school.

**Parent Involvement** - The purpose of this fund is to promote family literacy, parenting skills and parent involvement.

**All Categorical Funds are to be used for supplemental expenditures and not for those that supplant District responsibilities.**
PURCHASE REQUEST PROCEDURES

Title I supplemental funds are available to staff for conference attendance and instructional materials. Supplemental funds must be used to support and enhance the school’s core program and learning strategies according to the Single Plan for Student Achievement (this document is available in the Title I office and on the school website under the Title I office). Supplemental funds may not be used to replace or supplant the funds and programs the district provides the school. For example, funds cannot be used to purchase state adopted textbooks (supplant), however, workbooks and software that complement the textbooks are allowable expenditures (supplemental).

PLEASE ADHERE TO THE PROCEDURES BELOW WHEN REQUESTING FUNDS:

1. Visit [www.granths.org](http://www.granths.org) or see Maria Ortiz, at any time, to complete a Request for Funds Packet.

2. Be prepared to write a brief, detailed statement explaining how the funds for field trips, conference attendance or instructional materials will be used to improve students’ achievement (refer to the Single Plan for Student Achievement).

3. Be aware that staff attending conferences are expected to design professional development workshops/presentations to share with designated faculty.

4. Requests must be submitted to Maria Ortiz.

Placing Orders

VENDORS

**District Warehouse** - (Catalog available at the Title I Office)

- For orders from the District Warehouse, please use the DISTRICT SUPPLY order form. You may find a hardcopy of the form at the Title I Office and an electronic copy at the GHS website under Title I.
- Fill out the form completely, providing as much detail as possible.
- Make sure you calculate the Total Cost column on the right-hand side and the TOTAL at the bottom.
- Obtain your Department Chair’s signature.
- Submit the original (completed) form to the Title I Office for processing that includes securing administrative approval.

**Outside Vendor** – (Some vendor catalogs are available in the Title I Office)

- For orders from an outside vendor (any vendor except District Warehouse), please use the OUTSIDE VENDOR order form. You may find a hardcopy of the form at the Title I Office and an electronic copy at the GHS website under Title I.
Fill out the form including your name, vendor information, and the requested information for the items you would like to purchase.

Obtain your Department Chair’s signature.

Make sure you calculate the Total Cost column on the right-hand side, the sub total, tax, shipping and handling (if applicable), and the TOTAL at the bottom.

Request a quote from the vendor (where appropriate – when in doubt, ask Mrs. Ortiz) and attach it to the original order form.

Submit the original (completed) form to the Title I Office for processing that includes securing administrative approval.

Field Trips

Please complete the Funds Request Form available at the Title I office or from Ms. Damonte. Field trip related costs that must be considered prior to approval include but are not limited to:

- Bus
- Admission Tickets
- Substitute

However, at this time, only sponsored (at no cost to Grant High School) may be scheduled. Please visit the District website for field trip guidelines and procedures approved field trip site list [http://notebook.lausd.net/portal/page?_pageid=33,839475&_dad=ptl](http://notebook.lausd.net/portal/page?_pageid=33,839475&_dad=ptl) where you will also find the Revised Procedures Bulletin REF – 2111.1 for additional information and any other pertinent information you might need to plan your field trip. [http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_INSTRUCTIONAL_SVCS/REF-2111%20FINAL%20FIELD_TRIPS_HANDBOOK%202015.PDF](http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_INSTRUCTIONAL_SVCS/REF-2111%20FINAL%20FIELD_TRIPS_HANDBOOK%202015.PDF)

If your field trip is approved by the administrator in charge of field trips, Ms. Mcmurrin, proceed to fill out the documentation provided by her along with an Application for Auxiliary Transportation/Trip(s) (Form 78.20T Rev 05/09) from the Title I Office and once completed and approved return it to the Title I Office.

Documentation for field trips must be completed, approved, and turned in to Ms. Mcmurrin at least one month and a half prior to the planned field trip. Form 78.20T Rev 05/09 must be completed, approved (principal) and submitted to the Title I office within that same timeframe (one and half months prior to the scheduled field trip).

Keep in mind that substitute days for field trips, may not be paid from categorical funds.

Conference Attendance

If interested in attending a conference, please:

- fill out the funding request form
- attach
  - conference brochure,
o agenda/schedule,
o a hard-copy of conference registration form,
o round trip map quest (mileage information) from your home/school to the
conference and back,
o a hotel printout with fees (if needed)
o documentation of parking costs

keep in mind that other information may be requested before processing your request.

If your request for funds for attending a conference is approved, you will receive a “Request
for Conference Attendance, Convention or Meeting Attendance” also known as Form 10.12.1
(Rev. 07/13) PSG-PPC CC9661222055, which you must fill out completely. Once you
complete the form, obtain Ms. Damonte’s (Principal) signature. Turn the completed packet
to the Title I Office for further processing. This must be done at least one month and half
prior to the scheduled date(s) of conference.

We will then forward your completed and site approved conference attendance packet to
LDNE. If all necessary approvals (ESC North East and/or Central Office) are obtained we
will proceed with registration, etc.

Upon return of the conference you will be expected to follow the instructions on Form
10.12.1 (Rev. 07/13) PSG-PPC CC9661222055 to submit your claim for reimbursement.

For further assistance, please see Title I Coordinator.

Professional Development

As with all categorical funds, Professional Development funds have been cut substantially.
Therefore, please refer to the information below.

IMPORTANT NOTICE
All Professional Development hours must be approved by Ms. Damonte, school Principal,
prior to rendering service. Please complete a Professional Development Funds Request form
from the Title I office and submit for Principal’s review and approval.

Professional Development Teacher Regular
Professional Development Teacher Regular is to pay a regular status teacher who attends
training during the basic assignment with federal or state categorical funds. The teacher will
receive a training certification form to indicate participation so that the appropriate funding
source is charged.

Professional Development Teacher X/Z
Professional Development Teacher X/Z time is to pay a regular status teacher who attends
training outside of the basic assignment, i.e. afterschool, Saturdays, etc.

Professional Development Training Rate
Professional Development Training Rate will be available for various workshops, training, and professional development opportunities throughout the school year.
ATTACHMENTS

- Funds Request Form
- Order Forms
  - District Warehouse
  - Outside Vendor
- Field Trip - FORM 78.20T
- Conference Attendance Request Form – SAMPLE ONLY