

State & Federal Compliance Department



RBB Categorical Resources

Purpose, Expenses Specifically Allowed, Expenses Specifically Prohibited

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Single Plan for Student Achievement (SPSA)

The purposes of Single School Plan for Student Achievement are to:

1. Raise the academic performance of all students through strategic planning
2. Involve a continuous development, implementation, and monitoring cycle
3. Document how the school will implement district-wide strategic practices over the next several years.
4. Fulfill statutory requirements for planning categorical programs
5. Direct the compliant use of categorical funds for integrative comprehensive program planning

The SPSA must be developed with the advice, review, and certification of any applicable school advisory committee including the English Learner Advisory Committee, the Special Education Advisory Committee, and the Gifted and Talented Education Advisory Committee. It is also recommended that a District/School Liaison Team be utilized by Program Improvement Schools.

Categorical Funding Requirements:

- Categorical programs have restricted funding that must be used for specific purposes.
- The School Site Council (SSC) must approve the use for each proposed categorical fund program and budget and document this approval with official SSC sign-in sheets, meeting minutes, and proper approval signatures on the SPSA.
- The English Learner Advisory Committee (ELAC) advises on the development and use of program services for English Language Learners. ELAC activities are documented with ELAC sign-in sheets, meeting minutes, and proper approval signatures on the ELAC plan that must be integrated into the SPSA.



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RESOURCE 3010: TITLE 1A

The purpose of T1 funding is to meet the educational needs of low-achieving students enrolled in high poverty schools.

Allowable Expense:

- Provision of extended time, e.g. before/after school programs; summer intervention programs; pull-out focused instruction and parent involvement
- Direct instruction and instructional aides; resource specialists; instructional materials
- Direct services to ensure that students stay in school: Nurses, social workers, psychologists, additional counselors, community liaisons
- Professional development for teachers to enable T1 students to meet academic achievement standards and ensure that teachers meet the NCLB's definition of highly qualified; substitute teachers for professional development release time
- Travel/conference (T1 related)
- Meals or refreshments at parent events, as long as the event is curriculum-based and not a social event
- Rent/leases if public space is not available and for the purpose of the T1 program
- Office equipment, computers, computer technical support, and duplicating contracts used only for supporting the educational needs of low-performing students

Expenses Not Allowed:

- Regular classroom teachers who do not provide supplemental education
- Administrative personnel not directly related to T1 program such as HR, payroll, custodial services, principals, assistant principals, central-office managers, school secretaries/clerks (administrative positions are allowed to run school site summer intervention programs)
- Textbooks (supplemental program textbooks are allowed)
- Custodial supplies, athletic supplies, medical supplies
- Out of country conferences and/or fieldtrips
- Refreshment for staff development and/or retreats (refreshments for parent engagement is allowed)



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RESOURCE 3013: School Assistance and Intervention Team

The purpose of a SAIT is to investigate and provide intensive support and monitoring to assist state-monitored schools in improving student learning.

Allowable Expense:

- **Anything to implement the SAIT action plan - The action plan shall include an expenditure plan and shall be of a scope that does not require expenditure of funds in excess of those provided pursuant to this article or otherwise available to the school – Education Code 52054 (c)**

Expenses Not Allowed:



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RESOURCE 6286: English Language Acquisition Program

The purpose of ELAP is to provide supplemental support to English language acquisition for English learners in grades 4-8.

Allowable Expense:

- Provide intersession, before and after school, or summer school supplemental instruction to English learners
- Newcomer centers/activities
- Tutors
- Mentors
- Supplemental materials
- Any other supplemental activity that supports English language acquisition

Expenses Not Allowed:

- Funds can only be spent on English learners in grades 4-8; does not include students who have been reclassified



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RESOURCE 7090: Economic Impact Aid - State Compensatory Education

The purpose of EIA is supplemental funding to support additional programs and services for Economically Disadvantaged students to support student academic achievement.

Allowable Expense:

- Paraprofessionals
- Supplemental materials and expenses that support resource teachers
- Supplemental materials and expenses that support paraprofessionals
- Extra assistance for low income students
- Training for teachers to support needs of low income students

Expenses Not Allowed:

- Funds must follow the students that generate them



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RESOURCE 7091: Economic Impact Aid- Limited English Proficient

The purpose of EIA is supplemental funding to support additional programs and services for English Learners to develop English language skills.

- ***Allowable Expense:***
- Paraprofessionals
- Supplemental materials and expenses that support resource teachers
- Support for English learner advisory committee
- Supplemental materials and expenses that support paraprofessionals
- Extra assistance for English Learners
- Training for teachers to support needs of English learner students
- Supplemental materials and expenses that support the operation of English Learner Advisory Committees
- ***Expenses Not Allowed:***
- Funds must follow the students that generate them



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RESOURCE 7258: High Priority School Grant Program

The purpose of HPSG is to provide a comprehensive school improvement template-and additional funding-in support of the state's lowest performing schools through focused planning, staff development, and external support.

Allowable Expense:

•Anything to implement the action plan - The action plan must be data-driven and research-based and address: pupil achievement (including across-the-board improvement by the end of the implementation period); staff quality (including a strategy to attract the best-and-brightest to site and a leadership program for administrators); parental involvement; adequacy of facilities, curriculum, support services, and instructional materials (each student must have "appropriate" standards-based; instructional materials by the end of implementation period)

Expenses Not Allowed:



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RESOURCE 7395: SCHOOL & LIBRARY IMPROVEMENT BLOCK GRANT

The purpose of the School & Library Improvement Block Grant (previously the School Improvement Grant-SIP) is to support school improvement and provide ongoing funding support for school library purchases.

Allowable Expense:

- Instructional support – teachers, aides, and other resources
- Training for staff
- Core & supplemental instructional materials and resources
- Library resources, including books, periodicals, microfilms, AV materials, computer software, CD ROMs
- Equipment necessary to provide access to school library resources within the school library and on-line resources

RESOURCE 7400 Quality Education Investment Act (QEIA)

The purpose of QEIA is for improving student academic performance. All activities funded through the QEIA should clearly assist the school toward this goal.

Allowable Expense:

- Anything included in the Single Plan for Student Achievement – The funds appropriated pursuant to this article may be expended for any purpose identified under the schoolsite's Single Plan for Pupil Achievement established under Section 64001 - Education Code 52055.720 (f).**

Expenses Not Allowed:

**OUSD Documents that
Require State and Federal Categorical Approvals**

Requisitions or activities that use state and federal categorical funds require state and federal categorical approval and can include the following documents:

- Professional Services Contracts with supporting documentation
- Position Requisitions (PRs) and Employee Action Forms (EAFs)
- Employee extended contracts
- Maintenance lease agreements
- Materials and supplies purchase orders
- Pre-Approvals for conferences and field trips

Professional Services Contracts Must Include:

1. A scope of work justification that explains impact to student achievement for services that will be provided to a targeted student group
2. All vendor documents including a resume or organizational qualifications
3. The Vendor Worksheet must include hourly rates with the correct calculation for the total number of hours served and no flat fee
4. Signature Forms must be completed with the current administrators' authorization approvals
5. School Site Council (SSC) authorization or modification documentation on the Single Plan for Student Achievement (SPSA)

**Workbook Exercise #1
Review the Sample Scope of Work Justification**

Review the following sample Scope of Work Justification that is included in a school site's Single School Plan for Student Achievement using Title 1A funding:

Title 1A funds will provide support for underachieving students in grades 4-6 in The teachers' delivery of Si Swun Math Lessons:

Deliverables include:

- Provide support for identified grades in the delivery of Si Swun math lessons to underachieving students
- Problem solve with each grade level teacher on particular difficulties or questions, i.e. differentiating
- Meet with each teacher individually to give advice on lesson planning
- Meet with groups of teachers on model drawing, mental math, using teacher's guides, etc.

Consider how this work justification can be modified to meet the needs of other targeted students populations for added funding.

Workbook Exercise #2
Examples of How Various Funds Can Be Used
For Si Swun Math Implementation

Funding Source for Specific Targeted Students	Examples of Scope of Work Statements to Justify the Use of Specific Funds Designated in a Single Plan for Student Achievement (SPSA)
Title 1A funding for low-achieving students	Low-achieving students will receive Si Swun math instruction in the school's summer intervention program.
SBLIG funding	Students at the school will be provided with extended library services hours of operation.
SAIT funding for a targeted school	The plan for the school's improvement includes intensive staff development in effective classroom management strategies that meet individualized student needs that will foster improved student performance.
Resource 6286 English Language Acquisition Program	English learners in grades 4-6 will receive Si Swun math instruction and tutorial support in the school's summer intervention program.
Economic Impact Aid Limited English Proficiency	English learners will receive Si Swun math instruction and tutorial support in the school's summer intervention program.

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Workbook Exercise #3
Complete Your Own Examples of Using Various Funds
for Si Swun Math Implementation

Funding Source for Specific Targeted Students	Examples of Scope of Work Statements to Justify the Use of Specific Funds Designated in a Single Plan for Student Achievement (SPSA)
Title 1A funding for low-achieving students	
SBLIG funding	
SAIT funding for a targeted school	
Resource 6286 English Language Acquisition Program	
Economic Impact Aid Limited English Proficiency	

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Workbook Exercise #4
Identify Funds Sources for Specific Expenditures

Type of Expenditure with Specified Use and Target Population	List Various Funding Sources for Each Specified Expenditure in a Single School Plan for Student Achievement (SPSA)
Computers to be used for low-achieving students in high priority schools	
Supplementary student workbooks for English learners	
Performing arts activities to enhance a student's school day	
Lunch time aides who will provide small group instruction to low-achieving students and English Learners	
School based nurses to ensure that low-achieving students stay in school	