

TITLE I COMMONLY BUDGETED ITEMS (Non-Position)

A Tool Designed Primarily for School Administrative Assistants (SAAs)

★★ Schools can use Title I funds to purchase goods and services ONLY IF the specific expenditure is described and budgeted in the school's current approved School Plan for Student Achievement (SPSA) *★★

Budget Item	Budget Item No.	Commitmt Item No.	Budget Item Definition & Rules	7S046	7E046	7T124	7T691
TCHR RELEASE DAY/HRS	10377	110001	To pay for <u>non-Title I funded T</u> to participate <u>during the instructional day</u> in the Title I-funded activity (e.g., PD, data analysis, etc.) specified in the SPSA	X			X
LTD CONTRACT TCHR	10601	110001	To pay Ltd. Contract T who was hired to provide services (e.g., Title I compliance) other than working directly with students	X			X
LTD CONTR TCHR INTVN	10604	110001	To pay Ltd. Contract T who was hired to work directly with students	X			X
TCH REL DTD SUB CAT	10378	110002	To pay for <u>CSR T</u> coverage to participate <u>during the instructional day</u> in the Title I-funded activity (e.g., PD, data analysis, etc.) specified in the SPSA	X			X
DDSUB CSR T BEN ABSC	10562	110002	To pay for sub for <u>CSR T absence</u> . Do <u>NOT</u> use 10559!!	X			X
DIFF INSTL COACH SEC	10246	110004	NOTE: Differential must match job title - not for EL or MS College Coach, e.g.	X			X
DIFF INSTL COACH ELM	10247	110004	NOTE: Differential must match job title - not for EL or MS College Coach, e.g.	X			X
TCHR PRNT ACT DIFF	10365	110004	To pay <u>classroom T</u> a differential to coordinate parent engagement activities outside T's regular assignment (i.e., 6-hr. on-site obligation)		X		
TUTOR TCHR X TIME	10376	110004	To pay T or Instr Coach for working directly with students during hours <u>outside</u> regular assignment (i.e., 6-hr. or 7-hr. on-site obligation). Do NOT use 10371!!	X			X
TCHR AUXILIARY	10420	110004	To pay <u>classroom T</u> to carry an additional register-carrying course in a core subject (English, Math, Social Studies or Science) during T's conference period	X			X
COORD DIFF TCHR	11622	110004	To pay <u>classroom T</u> a differential to provide Title I designee services (e.g., Title I compliance) <u>outside</u> T's regular assignment (i.e., 6-hr. on-site obligation)	X			X
TCHR X (NON-TUTOR)	14693	110004	To pay T or Instr Coach for providing Title I services (e.g., data analysis, PD) other than working directly with students, <u>outside</u> regular assignment (i.e., 6-hr. or 7-hr. on-site obligation). Do NOT use 10371 or 10375!!	X			X
TCHR AST RELIEF	10701	110005	LIMIT: 15 hrs. per month for two consecutive months, with a mandatory month break before additional hrs. MAX HRS: # in SPSA - never more than 130 hrs. max	X			X
DDSUB TCHLIB BENABSC	13984	120002	To pay for sub for Teacher Librarian absence. Do NOT use 10559!!	X			X
LIBRARIAN X (TUTOR)	14699	120004	Use only for Teacher Librarian (not Library Aide)	X			X
LIBRARIAN X (NONTR)	14700	120004	Use only for Teacher Librarian (not Library Aide)	X			X
DIFF, TCHR S LIB MED	14112	120004	Use only for Teacher Librarian (not Library Aide)	X			X

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PSYCH SOC WKR X TIME	11072	120024	Use only for PSW	X			X
COUNS PSA X TIME	11079	120024	Use only for PSA (<u>NOT</u> Counselor)	X			X
PSYCHOLOGIST X TIME	11832	120024	Use only for Psychologist (not PSW, PSA or Counselor)	X			X
COUNS X (TUTOR)	14687	120024	Use only for Counselor (not Counseling Assistant, Couns. Aide, APSCS, or PSA)	X			X
COUNS X (NON-TUTOR)	14690	120024	Use only for Counselor (not Counseling Assistant, Couns. Aide, APSCS, or PSA)	X			X
NURSE SCH X TIME	11178	120044		X			X
ADMINISTRATOR X TIME	11458	130004	To pay administrator to supervise/facilitate intervention or PD <u>on unassigned days only</u> - admin. must have obtained <u>prior</u> approval for extra duty pay	X			X
PROF. EXPERT CERT	11275	190004	Must have <u>prior Supt. approval</u> (fully signed <i>Request for Freeze Exemption</i> form) before budgeting and including in SPSA	X	X		X
STAFF TRNG R 1 CERT	11316	190004	To pay T to attend <u>non-mandatory</u> PD or training <u>outside</u> regular assignment	X			X
CRD DIF CAT PRG ADV	11681	190004	Use only for named position (do <u>not</u> use for other Coordinators)	X			X
INTVN/PREV SUPC DIF	11759	190004	Use only for named position (do <u>not</u> use for other Coordinators)	X			X
PROB SOLV DT CRD DIF	11760	190004	Use only for named position (do <u>not</u> use for other Coordinators)	X			X
COL&CAREER COACH DIF	14190	190004	NOTE: Differential must match job title - not for Instruct'l or EL Coach, e.g.	X		X	X
COORD X (TUTOR)	14691	190004	To pay Coordinator (CPA, Intervn, Prob Slving, etc.)(do <u>not</u> use for Instr. Coach) for working directly with students during hours <u>outside</u> regular assignment (i.e., 6-hr. or 8-hr. on-site obligation) - Do NOT use 10371, 10376, or 14692!!	X			X
COORD X (NON-TUTOR)	14692	190004	To pay Coordinator (CPA, Intervn, Prob Slving, etc.)(do <u>not</u> use for Instr. Coach) for providing Title I services (e.g., data analysis, PD) other than working directly with students, outside regular assignment (i.e., 6-hr. or 8-hr. on-site obligation) - Do NOT use 10371, 10375, 14691, or 14693!!	X			X
INSTR. AIDE RELIEF	20839	210002	Use for Instructional Aide only	X			
ED RES AIDE X TIME	20818	210004	Use only for named position (do not use for other aides/assts.)	X			X
EDUC.AIDE X TIME	20829	210004	Use only for named position (do not use for other aides/assts.)	X			X

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CLERICAL X TIME	21468	240004	Use for clerical <u>and</u> certain other classified positions (e.g., IT Tech) NOTE: Services must be provided outside regular basis (i.e., cannot be during any time that would potentially trigger overtime pay)	X	X		X
STAFF TRNG R 3 CLSS	21676	290004	To pay classified staff to attend <u>non-mandatory</u> PD or training <u>outside</u> regular assignment	X			X
COMMUNITY REP X TIME	27787	290004	NOTE: Services must be provided outside regular basis (i.e., cannot be during any time that would potentially trigger overtime pay)	X	X		X
PERS-LIBRARY AIDES	30205	320201	Use for named position only (do not use for other positions)	X			X
PERS-COMMUNITY REP	30221	320201	Use for named position only (do not use for other positions)	X	X		X
HEALTH WELFARE CERT	30165	340101	Use for certificated staff only (do not use for TAs - see below)	X		X	X
TA HEALTH&MEDBENEFIT	30210	340101	Use for Teacher Assistants (TAs) only	X			X
HEALTH WELFARE CLASS	30167	340201	Use for classified staff only	X			
RETIREE BNFTS CERT	30166	370101	Use for certificated staff only (do not use for TAs)	X		X	X
RETIREE BNFTS CLASS	30168	370201	Use for classified staff only	X			X
OTHER BOOKS	40005	420010	USE Budget Item identified in SPSA for the specific purchase!! (For school library and adult PD/support - Do <u>NOT</u> use for classroom books)	X			X
GEN SUPPLIES TECHNO	40127	430001	USE Budget Item identified in SPSA for the specific purchase!! (For technology with <u>unit</u> price of less than \$500, incl. ancillary, shipping, and taxes)	X	X		X
MAIN/OPER SUPPLIES	40183	430003	USE Budget Item identified in SPSA for the specific purchase!! (For consumable supplies (toilet paper, paper towels, etc.) only) LIMIT: \$1 per student who <u>actually attended</u> intervention	X			X
SUPPLMTL INSTRL MAT	40269	430010	USE Budget Item identified in SPSA for the specific purchase!!	X	X		X
NON-CAP EQUIP CLSRM	40124	440001	USE Budget Item identified in SPSA for the specific purchase!! (For classroom technology with <u>unit</u> price of \$500 - \$4999, incl. ancillary, shipping, and taxes)	X			X
NON-CAP EQUIP-OTHER	40125	440001	USE Budget Item identified in SPSA for the specific purchase!! (For <u>non</u> -classroom technology with <u>unit</u> price of \$500 - \$4999, incl. ancillary, shipping, and taxes)	X	X		X

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NON-CAP EQUIP-A/V	40110	440010	USE Budget Item identified in SPSA for the specific purchase!!		X		
MILEAGE	50059	520001	USE Budget Item identified in SPSA for the specific purchase!! - Specific conference/trip/activity must be named in SPSA	X	X		X
PARENT CONF ATTND	50073	520002	USE Budget Item identified in SPSA for the specific purchase!! - Specific conference must be named in SPSA	X	X		X
STAFF CONF ATTEND	50080	520002	USE Budget Item identified in SPSA for the specific purchase!! - Specific conference must be named in SPSA	X			X
MAINTENANCE OF EQUIP	50147	560006	To pay for non-Toshiba equipment maintenance contract (e.g., Duplo)	X			
RENTAL/LEASE EQUIP	50133	560011	To pay for rental/lease of non-Toshiba copiers	X			
RENTL/LEASE EQP-INST	50256	560011	To pay for rental/lease of <u>instructional equipment</u> only	X			
PRS SER CONT NON INS	50161	580001	To pay for Information Technology (IT) service contracts				
OTH NON INSTRL CONT	50003	580002	To pay for Toshiba contract costs only	X			
ADMISSION TICKET	50058	580005	USE Budget Item identified in SPSA for the specific purchase!!	X			
CURRICULAR TRIPS	50174	580012	USE Budget Item identified in SPSA for the specific purchase!!	X			X
SOFTWARE LICNS MAINT	50243	580020	USE Budget Item identified in SPSA for the specific purchase!!	X			X
CONTR INSTRL SVC	50002	580030	USE Budget Item identified in SPSA for the specific purchase!!	X	X		X
PROF X INDEP CONTR	50035	580030	USE Budget Item identified in SPSA for the specific purchase!!	X	X		X
PHONEEXP-T1 OFC/PRNT	50254	590001	To pay for landline telephone installation and service (within certain limits) in Parent Center (7E046) or Title I Office (7S046)	X	X		

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