

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 |

*The SPSA includes any approved SPSA Modification, as well as the school's CSI/ATSI Plan, if applicable. It does NOT include, however, the school's TSP Plan or LCAP.

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 |
|----------------------|-----------------|-------------------|--|-------|-------|-------|-------|
| 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 |

*The SPSA includes any approved SPSA Modification, as well as the school's CSI/ATSI Plan, if applicable. It does NOT include, however, the school's TSP Plan or LCAP.

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 |
|----------------------|-----------------|-------------------|--|-------|-------|-------|-------|
| 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 |

*The SPSA includes any approved SPSA Modification, as well as the school's CSI/ATSI Plan, if applicable.
It does NOT include, however, the school's TSP Plan or LCAP.

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 |
|----------------------|-----------------|-------------------|---|-------|-------|-------|-------|
| 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 | | |

*The SPSA includes any approved SPSA Modification, as well as the school's CSI/ATSI Plan, if applicable. It does NOT include, however, the school's TSP Plan or LCAP.