

SITE OPERATIONS CIRCULAR NO. 1007

Office of the Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 19, 2014

To: All Principals; School Site Council (SSC) Chairpersons, Area Superintendents, Division and Department Heads

Subject: EXPENDITURE OF MAJOR CATEGORICAL FUNDS FOR 2014-15

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 categorical programs.
2. Use the 2014-15 Major Categorical Funds, Justification of Expenditure for Budget Transfer forms as needed.
3. Review the 2014-15 Major Categorical Funds Expenditure Guidelines with School Site Council.

Attachment 1 Major Categorical Funds Expenditure Guidelines for 2014-15

Attachment 2 *Template* - Major Categorical Funds, Justification of Expenditure for Budget Transfer

Attachment 3 *Sample* - Major Categorical Funds, Justification of Expenditure for Budget Transfer

Attachment 4 *Sample* - Major Categorical Funds, Justification of Expenditure for Expense Transfer

Attachment 5 *Sample* - School Site Council Meeting Minutes 2014-15

Attachment 6 Categorical Spending Guidelines 2014-15

Attachment 7 Financial Planning, Monitoring & Accountability Contact Information 2014-15

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). Categorical budgets associated with the SPSA include: Title I Part A Basic Program (30100), Title I Parent Involvement (30103), Title I Program Improvement (30106), and Quality Education Investment Act (QEIA) (74000). Categorical funds can be used for strategies prescribed by the Western Association of Schools and Colleges (WASC).

Sites have been allocated categorical funds for the 2014-15 school year. The SPSA and corresponding categorical budgets are reviewed by the Financial Planning, Monitoring and Accountability (FPMA) Department and approved by the Board of Education. As plans are adjusted during the year, budget allocations may need to be adjusted as well.

High schools undergoing WASC visits should use their SPSAs to provide support and strategies to improve student achievement as outlined in their WASC plans. Plans should be implemented or revised using current student data. SPSAs will include WASC criteria that integrate the Essential Program Components in the Schoolwide Action Plan to address closing student achievement gaps.

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 expenses must provide a direct connection to students and their academic achievement, and must be clearly identified and justified as supporting student achievement.

Expenditures for 2014-15 from the following categorical programs must be reviewed by the SSC on an on-going 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]
- Title 1 Program Improvement [Resource Code 30106]
- Quality Education Investment Act (QEIA) [Resource Code 74000]

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**, Major Categorical Funds Expenditure Guidelines for 2014-15.

Please review the Major Categorical Funds Expenditure Guidelines for 2014-15 (**Attachment 1**), 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. **A vital consideration the Financial Planning, Monitoring and Accountability (FPMA) staff includes when approving expenditures of categorical funds is documentation that the SSC has been involved in the plan development or revision and budget discussion (documented in meeting minutes).**

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 2014-15 form (**Attachment 2-template**). FPMA staff will review the site SPSA and approve any changes in the plan and/or proposed categorical budget expenditures prior to the budget analyst posting the budget transfers for expenditures.

This form must be used for:

1. Changes in categorical expenditures (i.e., changes to funding strings and/or activities) that were allocated in the 2014-15 SPSA.
2. Transfer of expenses into categorical resources.

Review and approval by FPMA 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 budget.

To request categorical budget and expense 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. Transfers can only be processed if a quorum was established at the SSC meeting.

2. **Budget Transfers** - submit the following documents to the FPMA department:
 - a. Original of the Major Categorical Funds, Justification of Expenditure for Budget Transfer 2014-15 form (**Attachment 2-template**).
 - b. This form must be filled out completely and signed by the site principal and the SSC chairperson prior to submission.
 - c. Copy of the minutes from the SSC meeting (**Attachment 5-sample**) showing explicit changes to the SPSA that were approved, with discussion and approval highlighted. A quorum must have been established at the SSC meeting.
3. **Expense Transfers** - submit the following documents to the FPMA department:
 - a. Original of the Major Categorical Funds, Justification of Expenditure for Budget Transfer 2014-15 form (**Attachment 2-template**).
 - b. This form must be filled out completely and signed by the site principal and the SSC chairperson prior to submission.
 - c. Copy of the minutes from the SSC meeting showing explicit changes to the SPSA that were approved, with discussion and approval highlighted. A quorum must have been established at the SSC meeting (**Attachment 5-sample**).
 - d. Expense transfers require an accompanying site Budget Transaction Detail Report.
4. Make sure that changes in the plan and categorical budgets are reflected in your current 2014-15 SPSA.
5. Maintain copies of the above documents and SPSA adjustments in your SSC Notebook.
6. Sample forms are provided for your reference: See **Attachment 3 Sample** - Major Categorical Funds, Justification of Expenditure for Budget Transfer 2014-15 and **Attachment 4 Sample** - Major Categorical Funds, Justification of Expenditure for Expense Transfer 2014-15.

The FPMA 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. **The FPMA staff will 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 expenditure, or the process used to request a transfer of expenditures, please call the Financial Planning, Monitoring and Accountability Department at (619) 725-5609.

Vikki Henton
Director
Financial Planning, Monitoring and Accountability

APPROVED:



Jenny Salkeld
Chief Financial Officer

VH:mdj2

Attachments (7)



San Diego Unified School District
Financial Planning and Development
Financial Planning, Monitoring and Accountability, Department

**MAJOR CATEGORICAL FUNDS EXPENDITURE GUIDELINES
2014-15**

A. FUNDS INCLUDED:

Resource Code 30100	Basic Program Title I/Part A	Part of the Elementary and Secondary Education Act, which provides federal money to support economically, disadvantaged students.
Resource Code 30103	Title I Parent Involvement	Used to encourage partnerships with parents to improve student achievement and increase parent involvement.
Resource Code 30106	Title I Program Improvement Supplemental (PI)	Supplemental funds to implement provisions of Elementary and Secondary Education Act. Funding is provided with the goal to improve student achievement while meeting the state's standards that will allow the school to exit PI status. Schools in PI year 3 receive the funds in preparation for PI year 4 and then receive it each year in PI thereafter.
Resource Code 74000	Quality Education Investment Act (QEIA)	Used solely to improve the quality of academic instruction and services to pupils. Limited schools receive these funds to meet the QEIA requirements.

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.
 2. 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 (10%) of the total Title I allocation should be devoted to professional development. (Program Improvement schools must allocate 10 percent (10%) of Title I funds to Professional Development; Resources 30100/30106).**
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3. **Supplement**, not supplant, the district's general program. Use of funds must add to or enhance, not replace district funds.
4. Foster new types of parent partnerships that focus on improving student achievement.

C. PROCESS:

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. The 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.

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. Each site developed a budget for 2014-15 to implement all strategies for each available funding source. It included but is not limited to staffing, materials, supplies, contracted services, and equipment that will directly enhance student learning at the school site. The SPSA and the categorical budget grid, which support all expenditures in the plan, will be 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 Financial Planning, Monitoring and Accountability 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 2014-15 SPSA, SSC approval is required and the 2014-15 SPSA must be adjusted to reflect the modifications.

For these expenditures, complete the Major Categorical Funds, Justification of Expenditure for Budget Transfer 2014-15 form; once approved, this form delineates modifications to your SPSA.

Send the Budget Transfer Justification form with original signatures of the principal and SSC chairperson, along with SSC meeting minutes verifying SSC approval, to the:

**Financial Planning, Monitoring and Accountability Department
Education Center, Room 3126**

Once approved by the Financial Planning, Monitoring and Accountability 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 identified in the site plan.
 - b. If not **clearly instructional**, seek guidance in advance from your assigned Resource Teacher in the Financial Planning, Monitoring and Accountability Department.
 - c. No procurement cards.
 - d. No confirming orders (i.e., purchase order created after item is purchased and delivered).
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. Must specifically identify how administrative costs include postage, office supplies, clerical time, etc., as well as maintenance agreements, and non-classroom equipment support student achievement.
4. **Travel must be pre-approved**
 - a. Submit travel authorization **prior** to trip with justification tied to site plan.
5. **Conferences and/or Consultants (for professional development)**
 - a. Must be related to site plan.
9. **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.
10. **Substitutes (for classroom teachers)**
 - a. For professional development.
 - b. For sick leave only for teachers paid from a categorical fund.
11. **Hourly time**
 - a. For professional development.
 - b. Extra time for support of academic programs, when necessary.
 - c. Clerical time beyond the regular school day in support of the academic programs.
12. **Parent Involvement**
 - a. Workshops for parents.
 - b. Materials for parent meetings, training, parent resource library.
 - c. Speakers or consultants for parents.
 - d. Communications with parents (including mailings).
 - e. Light refreshments.
 - f. Childcare for parents to attend workshops.
 - g. Translation for parents attending workshops.
 - h. Parent room

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
- g. Replacement of i21 materials.
Check with IT Help Desk first for available supplies
- h. Vice Principals
- i. Clerical Positions
- j. Network Tech
- k. Copier Contract
- l. Community Service Assistant
- m. Campus Security



**Major Categorical Funds
Justification of Expenditure for Budget Transfer
and SPSA Modification
2014-15**

Complete this form for the following change in categorical expenditures allocated in the 2014-15 SPSA:

- Budget transfer within a categorical resource.
- Expense transfer between and/or into categorical resources. Budget Transaction Detail Report is required highlighting items to transfer.

A copy of the SSC meeting minutes showing budget discussion item must be attached. (Minutes must include resource, account, and amounts for both “from” and “to” and the description of the resulting benefit to students).

SCHOOL NAME:	DATE:	LOCATION NUMBER:
BUDGET ANALYST:		
PROPOSED FUNDING SOURCE (Resource Code):		
PAR NUMBER (If Required):		
<p>DESCRIPTION OF PROPOSED EXPENDITURE: All expenditures should be listed individually</p> <p>Expenditure and Benefit to Students: <i>How is the money specifically being spent on students and their proficiency level? How will this affect student achievement? Please explain your rationale for compliance for the use of categorical funds.</i></p> <p>A. B. C. D. E. F. G.</p> <p><i>* Please list amount funded for each item on the following budget page.</i></p>		
<p>REASON FOR TRANSFER:</p> <p><input type="checkbox"/> Increase to an activity previously identified in SPSA:</p> <p><input type="checkbox"/> Transfer of expenditures due to clerical error:</p> <p><input type="checkbox"/> Other (Please specify):</p>		
REQUIRED SPSA MODIFICATION:	AREA/PAGE:	
<p>DATA USED TO JUSTIFY EXPENDITURE:</p> <p><input type="checkbox"/> AYP <input type="checkbox"/> CAHSEE <input type="checkbox"/> CELDT</p> <p><input type="checkbox"/> Other (Please specify):</p> <p><input type="checkbox"/> Other (Please specify):</p>		

From:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount
A									\$
B									\$
C									\$
D									\$
E									\$
F									\$
G									\$
TOTAL									

To:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount
A									\$
B									\$
C									\$
D									\$
E									\$
F									\$
G									\$
TOTAL									

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): _____
- A copy of the SSC meeting minutes showing plan and budget discussion item is attached, and discussion/approval item is highlighted (Includes resource, account, and amounts).
- A copy of the Detailed Transaction Report is attached and highlighted (expenses only).
- 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.

PRINCIPAL (PRINT NAME)	DATE	SSC CHAIRPERSON (PRINT NAME)	DATE
PRINCIPAL'S SIGNATURE	DATE	SSC CHAIRPERSON'S SIGNATURE	DATE

DATE RECEIVED BY FPMA DEPARTMENT	REVIEWED BY FPMA RESOURCE TEACHER
Approved ____ Denied ____	
Comments: _____ _____ _____	
RECEIVED BY BUDGET ANALYST: _____	DATE POSTED: _____

Attach this form to appropriate documentation **WITH original signatures.**

Submit all documents to: Financial Planning, Monitoring and Accountability Department
 Eugene Brucker Education Center
 4100 Normal Street, Room 3126
 San Diego, CA 92103-2682



RETAIN A COPY AT YOUR SITE IN THE SSC NOTEBOOK ONCE TRANSFER IS APPROVED



**Major Categorical Funds
Justification of Expenditure for Budget Transfer
and SPSA Modification
2014-15**

Complete this form for the following change in categorical expenditures allocated in the 2014-15 SPSA:

- Budget transfer within a categorical resource.
- Expense transfer between and/or into categorical resources. Budget Transaction Detail Report is required highlighting items to transfer.

A copy of the SSC meeting minutes showing budget discussion item must be attached. (Minutes include resource, account, and amounts for both “from” and “to” and the description of the resulting benefit to students).

SCHOOL NAME: Future Middle School	DATE: 12-11-2014	LOCATION NUMBER: 2014A
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BUDGET ANALYST: Smith, John

PROPOSED FUNDING SOURCE (Resource Code): 30100

PAR NUMBER (If Required):

DESCRIPTION OF PROPOSED EXPENDITURE: All expenditures should be listed individually

Expenditure and Benefit to Students: *How is the money specifically being spent on students and their proficiency level? How will this affect student achievement? Please explain your rationale for compliance for the use of categorical funds.*

- A. Teacher hourly (1157) to provide after school tutoring for sixth grade students.
- B. Supplemental instructional materials (4301) such as crayons, glues, chart paper, and notebooks to enhance classroom instruction and ELA goals as outlined in our SPSA.
- C.
- D.
- E.
- F.
- G.

** Please list amount funded for each item on the following budget page.*

REASON FOR TRANSFER:

- Increase to an activity previously identified in SPSA.
- Transfer of expenditures due to clerical error.
- Other (Please specify): The Inschool Resource Teacher funded was below average salary which was used when developing the budget. This created a surplus of \$10,000 in 30100 (account 1109).

REQUIRED SPSA MODIFICATION:

AREA/PAGE: None required – Expenditure already in SPSA, Area 1 English Language Arts.

DATA USED TO JUSTIFY EXPENDITURE:

- AYP CAHSEE CELDT
- Other (Please specify): Interim Assessments
- Other (Please specify):

From:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount
A	2014	30100	00	1109	1000	1110	01000	0000	\$10,000
B									\$
C									\$
D									\$
E									\$
F									\$
G									\$
TOTAL									\$10,000

To:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount
A	2014	30100	00	1157	1000	1110	01000	0000	\$7000
B	2014	30100	00	4301	1000	1110	01000	0000	\$3000
C									\$
D									\$
E									\$
F									\$
G									\$
TOTAL									\$10,000

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): December 11, 2014
- A copy of the SSC meeting minutes showing plan and budget discussion item is attached, and discussion/approval item is highlighted (Includes resource, account, and amounts).
- A copy of the Detailed Transaction Report is attached and highlighted (expenses only).
- 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 Doe 12/11/2014
PRINCIPAL'S SIGNATURE DATE

Sally Chen 12/11/14
SSC CHAIRPERSON'S SIGNATURE DATE

Jane Doe (Original signature needed) 12/11/2014
PRINCIPAL'S SIGNATURE DATE

Sally Chen (Original signature needed) 12/11/2014
SSC CHAIRPERSON'S SIGNATURE DATE

<p>DATE RECEIVED BY FPMA DEPARTMENT _____</p> <p>REVIEWED BY FPMA RESOURCE TEACHER _____</p> <p style="text-align: center;">APPROVED _____ DENIED _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>RECEIVED BY _____ DATE _____</p> <p>BUDGET ANALYST: _____ POSTED: _____</p>	
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Attach this form to appropriate documentation **WITH original signatures**.
Submit all documents to: Financial Planning, Monitoring and Accountability Department
 Eugene Brucker Education Center
 4100 Normal Street, Room 3126
 San Diego, CA 92103-2682

RETAIN A COPY AT YOUR SITE IN THE SSC NOTEBOOK ONCE TRANSFER IS APPROVED





San Diego Unified School District
Future Middle School
SSC Meeting
December 12, 2014

MEETING MINUTES

MEMBERS PRESENT:

Staff	Position	Parents/Community Members	Title
<input checked="" type="checkbox"/> Jane Doe	Principal	<input checked="" type="checkbox"/> Sally Chen	Parent/DAC Rep
<input checked="" type="checkbox"/> John Alford	Classroom Teacher	<input checked="" type="checkbox"/> George Rivers	Parent
<input checked="" type="checkbox"/> Melina Escalante	Classroom Teacher	<input checked="" type="checkbox"/> Patricia Ruiz	Parent
<input checked="" type="checkbox"/> Harriet Nguyen	Classroom Teacher	<input type="checkbox"/> Cynthia Smith	Parent
<input checked="" type="checkbox"/> Sam Marston	Other – school personnel	<input checked="" type="checkbox"/> John Ortega	Community Member

Guest Name: Richard Stone, Leticia Williams, and Scooby Doo

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
1. Call to Order	<ul style="list-style-type: none"> Sally Chen: SSC Chairperson 	Meeting was called to order at 3:35 p.m.
2. SSC Business <ul style="list-style-type: none"> ➤ Approval of Minutes ➤ Approval of Bylaws 	<ul style="list-style-type: none"> Action Item: Approval of minutes for November 13, 2014; Sally Chen, SSC Chairperson. Action Item: Melina Escalante, Bylaw Committee chair 	<ul style="list-style-type: none"> Minutes from November 13, 2014 were reviewed. Approval of the minutes moved by Ortega, seconded by Escalante. Motion passed. The district bylaw sample, which among other changes, removes electronic voting (which is mandatory), was discussed. John Ortega moved to approve the 2014-15 district bylaw samples with appointment by the SSC as our method of filling vacancies during the school year. Motion seconded by George Rivers. Motion passed 8-1.

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>3. Data Review ➤ Assessment Data Results</p>	<ul style="list-style-type: none"> • Informational: Jane Doe, Principal 	<ul style="list-style-type: none"> • School data reports were distributed to all, members’ analyzed results from multiple perspectives. Additionally, a report was produced analyzing student progress longitudinally over the past 2 years. This will allow us to document progress while we work through the changing curriculum (CCSS).
<p>4. SPSA ➤ Monitoring the SPSA</p> <p>➤ Review 2014-15 Goals</p> <p>➤ Budget</p>	<ul style="list-style-type: none"> • Informational: John Alford, Classroom Teacher member • Action Item: Jane Doe, Principal • Action Item: Jane Doe, Principal 	<ul style="list-style-type: none"> • John Alford provided all members with an SPSA monitoring form/table. The table links progress with expenditures. The SSC will continue to develop the form over the year to streamline progress monitoring and hopefully support next year’s SPSA revisions. • After reviewing student data, the SSC discussed adjusting the ELA SMART goal up 2 percentage points since we have already met targets. Sam Marston moved to approve the new SPSA goals for 2014-15. Motion seconded by Patricia Ruiz. Motion passed 9-0. • Jane confirmed with her budget analyst that all the salary transfers had been completed for the school. The salary for the IRT purchased with resource 30100 is \$10,000 below district average. We are now able to use these funds. Our priorities were reviewed and Patricia motioned to use these funds towards priority #2 and #3, after school tutoring and instructional supplies since there wasn’t enough available toward priority #1 – additional .2 FTE librarian.

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>– Budget Transfer within 30100</p>	<ul style="list-style-type: none"> Action Item: Jane Doe, Principal 	<p><u>Budget Transfer within Resource 30100</u> From: 30100 00 1109 1000 1110 01000 0000 \$10,000 - IRT surplus salary.</p> <p>To: 30100 00 1157 1000 1110 01000 0000 \$7,000 - after-school tutoring of sixth grade students not at grade level.</p> <p>To: 30100 00 4301 1000 1110 01000 0000 \$3,000 - supplemental instructional materials (4301) such as crayons, glues, chart paper, and notebooks to enhance classroom instruction and ELA goals as outlined in our SPSA.</p> <p>Motion seconded by Harriet. Passed unanimously.</p>
<p>– Expense Transfer from 00000 to 30100</p>	<ul style="list-style-type: none"> Action Item: Jane Doe, Principal 	<ul style="list-style-type: none"> Five teachers attended professional development for CCSS in the month of October. The charges for these days were incorrectly charged to 00000 (in the amount of \$670). Sally motioned to move these expenses to Title I where they were identified to be expensed in the SPSA. <p><u>Expense Transfer from 00000 to 30100</u> From: 2014 00000 00 1192 1000 1110 01000 0000 \$670 - visiting teachers</p> <p>To: 2014 30100 00 1192 1000 1110 01000 0000 \$670 - visiting teachers</p> <p>Motion seconded by Harriet. Passed unanimously.</p>

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>5. DAC and ELAC</p> <ul style="list-style-type: none"> ➤ DAC Report ➤ ELAC Report 	<ul style="list-style-type: none"> • Informational: Sally Chen, DAC Representative • Informational: Melina Escalante, ELAC Chairperson 	<ul style="list-style-type: none"> • DAC: Sally Chen reported the DAC New Member Orientation is scheduled for 12/13 @ 4:30 PM. The Title I Ranking Report was shared at the November DAC meeting and was distributed. Currently our school has 40% free and reduced lunch and therefore receives Title I funding. The report identifies the scaled funding for all schools in the district. • DELAC: Melina Escalante shared information from the September 2014 meeting.
<p>6. Public Comment</p>	<p>Open</p>	<p>There was no public comment.</p>

Meeting Adjourned at 4:35 p.m.
Minutes recorded by Jane Dawes, Clerical staff member



**Major Categorical Funds
Justification of Expenditure for Budget Transfer
and SPSA Modification
2014-15**

Complete this form for the following change in categorical expenditures allocated in the 2014-15 SPSA:

- Budget transfer within a categorical resource.
- Expense transfer between and/or into categorical resources. Budget Transaction Detail Report is required highlighting items to transfer.

A copy of the SSC meeting minutes showing budget discussion item must be attached. (Minutes include resource, account, and amounts for both “from” and “to” and the description of the resulting benefit to students).

SCHOOL NAME: Future Middle School	DATE: 12-11-2014	LOCATION NUMBER: 2014A
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BUDGET ANALYST: Smith, John

PROPOSED FUNDING SOURCE (Resource Code): 30100

PAR NUMBER (If Required):

DESCRIPTION OF PROPOSED EXPENDITURE: All expenditures should be listed individually

Expenditure and Benefit to Students: *How is the money specifically being spent on students and their proficiency level? How will this affect student achievement? Please explain your rationale for compliance for the use of categorical funds.*

A. First grade teachers attended a Common Core State Standards professional development at the San Diego County Office of Education in order to learn how to use current curriculum to provide more projects-based hands-on learning.

B.

C.

D.

E.

F.

G.

** Please list amount funded for each item on the following budget page.*

REASON FOR TRANSFER:

- Increase to an activity previously identified in SPSA.
- Transfer of expenditures due to clerical error. Incorrectly charged to 00000.
- Other (Please specify):

REQUIRED SPSA MODIFICATION:	AREA/PAGE: None required – Expenditure already in SPSA, Area 1 Language Arts
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DATA USED TO JUSTIFY EXPENDITURE:

- AYP CAHSEE CELDT
- Other (Please specify):
- Other (Please specify):

From:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount
A	2014	00000	00	1192	1000	1110	01000	0000	\$670.00
B									\$
C									\$
D									\$
E									\$
F									\$
G									\$
TOTAL									\$670.00

To:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount
A	2014	00000	00	1192	1000	1110	01000	0000	\$670.00
B									\$
C									\$
D									\$
E									\$
F									\$
G									\$
TOTAL									\$670.00

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): December 11, 2014
- A copy of the SSC meeting minutes showing plan and budget discussion item is attached, and discussion/approval item is highlighted (Includes resource, account, and amounts).
- A copy of the Detailed Transaction Report is attached and highlighted (expenses only).
- 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.

<u>Jane Doe</u> <u>12/11/2014</u> PRINCIPAL'S SIGNATURE DATE	<u>Sally Chen</u> <u>12/11/14</u> SSC CHAIRPERSON'S SIGNATURE DATE
<u>Jane Doe (Original signature needed) 12/11/2014</u> PRINCIPAL'S SIGNATURE DATE	<u>Sally Chen (Original signature needed) 12/11/2014</u> SSC CHAIRPERSON'S SIGNATURE DATE

<hr style="border: 0; border-top: 1px solid black;"/> DATE RECEIVED BY FPMA DEPARTMENT	<hr style="border: 0; border-top: 1px solid black;"/> REVIEWED BY FPMA RESOURCE TEACHER APPROVED ____ DENIED ____
Comments: _____ _____ _____	
RECEIVED BY BUDGET ANALYST: _____	DATE POSTED: _____

Attach this form to appropriate documentation **WITH original signatures**.
Submit all documents to: Financial Planning, Monitoring and Accountability Department
 Eugene Brucker Education Center
 4100 Normal Street, Room 3126
 San Diego, CA 92103-2682

RETAIN A COPY AT YOUR SITE IN THE SSC NOTEBOOK ONCE TRANSFER IS APPROVED





San Diego Unified School District
Future Middle School
 SSC Meeting
 December 12, 2014

MEETING MINUTES

MEMBERS PRESENT:

Staff	Position	Parents/Community Members	Title
<input checked="" type="checkbox"/> Jane Doe	Principal	<input checked="" type="checkbox"/> Sally Chen	Parent/DAC Rep
<input checked="" type="checkbox"/> John Alford	Classroom Teacher	<input checked="" type="checkbox"/> George Rivers	Parent
<input checked="" type="checkbox"/> Melina Escalante	Classroom Teacher	<input checked="" type="checkbox"/> Patricia Ruiz	Parent
<input checked="" type="checkbox"/> Harriet Nguyen	Classroom Teacher	<input type="checkbox"/> Cynthia Smith	Parent
<input checked="" type="checkbox"/> Sam Marston	Other – school personnel	<input checked="" type="checkbox"/> John Ortega	Community Member

Guest Name: Richard Stone, Leticia Williams, and Scooby Doo

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
1. Call to Order	<ul style="list-style-type: none"> Sally Chen: SSC Chairperson 	Meeting was called to order at 3:35 p.m.
2. SSC Business <ul style="list-style-type: none"> ➤ Approval of Minutes ➤ Approval of Bylaws 	<ul style="list-style-type: none"> Action Item: Approval of minutes for November 13, 2014; Sally Chen, SSC Chairperson. Action Item: Melina Escalante, Bylaw Committee chair 	<ul style="list-style-type: none"> Minutes from November 13, 2014 were reviewed. Approval of the minutes moved by Ortega, seconded by Escalante. Motion passed. The district bylaw sample, which among other changes, removes electronic voting (which is mandatory), was discussed. John Ortega moved to approve the 2014-15 district bylaw samples with appointment by the SSC as our method of filling vacancies during the school year. Motion seconded by George Rivers. Motion passed 8-1.

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>3. Data Review ➤ Assessment Data Results</p>	<ul style="list-style-type: none"> • Informational: Jane Doe, Principal 	<ul style="list-style-type: none"> • School data reports were distributed to all, members’ analyzed results from multiple perspectives. Additionally, a report was produced analyzing student progress longitudinally over the past 2 years. This will allow us to document progress while we work through the changing curriculum (CCSS).
<p>4. SPSA ➤ Monitoring the SPSA</p> <p>➤ Review 2014-15 Goals</p> <p>➤ Budget</p>	<ul style="list-style-type: none"> • Informational: John Alford, Classroom Teacher member • Action Item: Jane Doe, Principal • Action Item: Jane Doe, Principal 	<ul style="list-style-type: none"> • John Alford provided all members with an SPSA monitoring form/table. The table links progress with expenditures. The SSC will continue to develop the form over the year to streamline progress monitoring and hopefully support next year’s SPSA revisions. • After reviewing student data, the SSC discussed adjusting the ELA SMART goal up 2 percentage points since we have already met targets. Sam Marston moved to approve the new SPSA goals for 2014-15. Motion seconded by Patricia Ruiz. Motion passed 9-0. • Jane confirmed with her budget analyst that all the salary transfers had been completed for the school. The salary for the IRT purchased with resource 30100 is \$10,000 below district average. We are now able to use these funds. Our priorities were reviewed and Patricia motioned to use these funds towards priority #2 and #3, after school tutoring and instructional supplies since there wasn’t enough available toward priority #1 – additional .2 FTE librarian.

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>– Budget Transfer within 30100</p>	<ul style="list-style-type: none"> Action Item: Jane Doe, Principal 	<p><u>Budget Transfer within Resource 30100</u> From: 30100 00 1109 1000 1110 01000 0000 \$10,000 - IRT surplus salary.</p> <p>To: 30100 00 1157 1000 1110 01000 0000 \$7,000 - after-school tutoring of sixth grade students not at grade level.</p> <p>To: 30100 00 4301 1000 1110 01000 0000 \$3,000 - supplemental instructional materials (4301) such as crayons, glues, chart paper, and notebooks to enhance classroom instruction and ELA goals as outlined in our SPSA.</p> <p>Motion seconded by Harriet. Passed unanimously.</p>
<p>– Expense Transfer from 00000 to 30100</p>	<ul style="list-style-type: none"> Action Item: Jane Doe, Principal 	<ul style="list-style-type: none"> Five teachers attended professional development for CCSS in the month of October. The charges for these days were incorrectly charged to 00000 (in the amount of \$670). Sally motioned to move these expenses to Title I where they were identified to be expensed in the SPSA. <p><u>Expense Transfer from 00000 to 30100</u> From: 2014 00000 00 1192 1000 1110 01000 0000 \$670 - visiting teachers</p> <p>To: 2014 30100 00 1192 1000 1110 01000 0000 \$670 - visiting teachers</p> <p>Motion seconded by Harriet. Passed unanimously.</p>

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
5. DAC and ELAC ➤ DAC Report ➤ ELAC Report	<ul style="list-style-type: none"> • Informational: Sally Chen, DAC Representative • Informational: Melina Escalante, ELAC Chairperson 	<ul style="list-style-type: none"> • DAC: Sally Chen reported the DAC New Member Orientation is scheduled for 12/13 @ 4:30 PM. The Title I Ranking Report was shared at the November DAC meeting and was distributed. Currently our school has 40% free and reduced lunch and therefore receives Title I funding. The report identifies the scaled funding for all schools in the district. • DELAC: Melina Escalante shared information from the September 2014 meeting.
6. Public Comment	Open	There was no public comment.

Meeting Adjourned at 4:35 p.m.
Minutes recorded by Jane Dawes, Clerical staff member



San Diego Unified School District
Future Middle School
 SSC Meeting
 December 12, 2014

MEETING MINUTES

MEMBERS PRESENT:

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Meeting Adjourned at 4:35 p.m.
Minutes recorded by Jane Dawes, Clerical staff member

CATEGORICAL SPENDING GUIDELINES 2014-15

All categorical budgets **MUST** be for direct services that impact student achievement. **Students must be considered first.** You must be able to answer the questions:

- Are these expenditures based on what is good for students at our school, not what is good for the adults?
- Do these expenditures provide supplementary services that would not be provided absent categorical funds?
- Do position allocations for categorical funds match the proportion of each position actually performing direct, supplementary services to students?
- Do these expenditures directly affect each student in progressing to proficiency on the Common Core State Standards?
- Does this categorical funding allocation help us reach our area goals?

RATIONALES FOR CATEGORICAL SPENDING MUST BE CLEARLY DESCRIBED IN THE SPSA.

CATEGORICAL SPENDING GUIDELINES 2014-15

Resource #	Resource Name	Allowable Expenses	Non-allowable Expenses
30100	Title I Basic	<ul style="list-style-type: none"> ● Required: Program Improvement schools must allocate 10% of Title I funds for Professional Development. ● Equipment –directly related to support student achievement in the Common Core State Standards. ● Instructional Materials ● Non-Instructional Supplies and Expenses to support supplemental services/programs for students. ● Travel for professional development (must be pre-approved). ● Conferences for professional development. ● Field Trips (in support of common core instruction). ● Substitutes to provide support for professional development (for classroom teachers). ● Hourly time (classroom teachers and classified staff working directly in supplemental services/programs for students). ● ELST ● AVID teachers and tutors. ● CSR teachers ● Parent Involvement ● Extended Day/Year Programs ● Nursing time including Health Tech ● Counseling time ● Librarian time 	<ul style="list-style-type: none"> ● Vice Principals ● Clerical positions ● Network Tech-unless working directly with students on intervention programs/activities. ● Copier contract ● Community Service assistant ● Campus security ● Noon Duty ● Meals ● Athletic equipment ● Medical supplies

Resource #	Resource Name	Allowable Expenses	Non-allowable Expenses
30100	Title I Basic	<ul style="list-style-type: none"> • Push-in teacher • Subject-specific resource teachers • Reading teacher • CAHSEE prep teacher • Classroom teachers who provide qualitatively different instruction to underperforming students. • Parent Academic Liaison • Pupil Advocate • Assistants (guidance, classroom, library, etc.) <p>IF working directly with students on intervention programs or activities—MUST be clearly articulated in SPSA.</p>	<ul style="list-style-type: none"> • Custodial supplies • Building improvement
30103	Title I Parent Involvement	<ul style="list-style-type: none"> • Materials for parent meetings and training • Conferences and workshops for parents • Communications with parents • Light refreshments 	<ul style="list-style-type: none"> • <i>Copier contract</i> • <i>Same as for Title I Basic.</i>
30106	Title I Program Improvement Supplemental (PI schools in Years 4 & 5 only)	<ul style="list-style-type: none"> • <i>Same as for Title I Basic</i> • Required to set aside 10% of allocation for staff professional development. • Expenditures must be directly related to addressing student achievement in English Language Arts and/or Mathematics. 	<ul style="list-style-type: none"> • <i>Same as for Title I Basic.</i>
74000	Quality Education Investment Act (QEIA)	<ul style="list-style-type: none"> • QEIA requirements 	

Financial Planning and Development
Financial Planning, Monitoring and Accountability Department
 Vikki Henton, Director

2014-15
CONTACT INFORMATION

STAFF ASSIGNMENTS	SCHOOL ASSIGNMENTS
Dario Gutierrez (619) 725-7785 Email: dgutierrez2@sandi.net	All Schools listed in: Areas 1 and 2 Home Hospital, Riley, TRACE, and Whittier
Mary Johnson (619) 725-5611 Email: mjohnson8@sandi.net	All Schools listed in: Areas 4 and 5 DAC Liaison
Dr. Susan JK Weinshanker (619) 725-5614 Email: sweinshanker@sandi.net	All Schools listed in: Areas 3 and 4 ALBA WASC Coordinator

Eugene Brucker Education Center
 4100 Normal Street, **Room 3126**

Telephone: (619) 725-5609

Fax: (619) 725-7055

Additional resources and information can be found at the
 Financial Planning, Monitoring and Accountability Department website

<http://www.sandi.net/Page/37313>