

**SITE OPERATIONS CIRCULAR NO. 1015**

Office of the Chief Financial Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** November 17, 2015

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

**Subject:** EXPENDITURE OF MAJOR CATEGORICAL (TITLE I) FUNDS FOR 2015-16

**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 Title 1 Funds Justification of Expenditure and SPSA Addendum 2015-16 forms as needed
3. Review the 2015-16 Major Categorical (Title 1) Funds Expenditure Guidelines with School Site Council (SSC)

**Attachment 1** Major Categorical (Title I) Funds Expenditure Guidelines for 2015-16

**Attachment 2** *Template* - Title I Funds Justification of Expenditure and SPSA Addendum 2015-16

**Attachment 3** *Sample Budget Transfer* - Title I Funds Justification of Expenditure and SPSA Addendum 15-16

**Attachment 4** *Sample Expense Transfer* - Title I Funds Justification of Expenditure and SPSA Addendum 15-16

**Attachment 5** *Sample* - School Site Council Meeting Minutes 2015-16

**Attachment 6** Financial Planning, Monitoring & Accountability Contact Information 2015-16

**Attachment 7** Timeline for Title I Budget Responsibilities

**Attachment 8** School Site Council Training: Title 1 Budgets 101: Budget and Expense Transfers

**Brief Explanation:**

State Education Code 52853(b) requires that the School Site Council (SSC) oversee the strategies and budgets associated with the Single Plan for Student Achievement (SPSA). Title I budgets associated with the SPSA include: Title I Part A Basic Program (30100), Title I Parent Involvement (30103), and Title I Program Improvement (30106). Title I funds can be used for strategies prescribed by the Western Association of Schools and Colleges (WASC).

Sites have been allocated Title I funds for the 2015-16 school year. The SPSA and corresponding Title I budgets are reviewed by the Financial Planning, Monitoring and Accountability (FPMA) Department and approved by the Board of Education. Budgets are fluid and plans are responsive to student needs. As plans are adjusted during the year, budget allocations may need adjustment 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 include WASC criteria in the Schoolwide Action Plan to address closing student achievement gaps.

**Intent and Use of Title I Funds:**

The intent of Title I 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 2015-16 from the following Title I 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 I Program Improvement [Resource Code 30106]

Please review the Title I Funds Expenditure Guidelines for 2015-16 (**Attachment 1**) with your SSC. This important information helps clarify appropriate uses of Title I funds.

The SSC must be familiar with these requirements and should refer to these guidelines when developing the school plan and accompanying budget. A vital consideration the Financial Planning, Monitoring and Accountability (FPMA) staff includes when approving expenditures of Title I 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 Title I Funds:**

For the following Title I budget requests, sites must complete the Title I Funds Justification of Expenditure and SPSA Addendum 2015-16 form (**Attachment 2 - template**). FPMA staff review the site SPSA and approve any changes in the plan and/or proposed Title I budget expenditures prior to the budget analyst posting the budget transfers for expenditures. **\*This form must be used for:**

1. Changes in Title I expenditures (i.e., changes to funding strings and/or activities) that were allocated in the 2015-16 SPSA.
2. Transfer of expenses into Title I resources.

*\* When submitting requests for both expenses and budget transfers please use separate Justification forms. Do not address expense transfers and budget transfers on the same Justification form.*

The cost of personnel (FTE), benefits and related substitute time are automatically balanced within a resource and do not require additional SSC approval. Any excess funds remaining in personnel (FTE) strings at the end of the school year are automatically moved to fund over spent instructional supplies (4301) purchases within that resource. **Please note this procedure is new beginning in the 2015-16 school year.**

Review and approval by FPMA staff of all Title I expenditures, including PARs for personnel changes, **must be obtained prior** to the purchase, event, or start date. Expenditures made without prior approval, may be transferred to the site's unrestricted budget.

**To request Title I 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. Submit the following documents to FMPA:

**Budget Transfers**

- a. Original Title I Funds Justification of Expenditure and SPSA Addendum 2015-16 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 (50% of SSC members + 1) must have been established at the SSC meeting.

**Expense Transfers**

- a. Original Title I Funds Justification of Expenditure and SPSA Addendum 2015-16 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 (50% of SSC members + 1) must have been established at the SSC meeting (**Attachment 5 - sample**).
  - d. Expense transfers require an accompanying site Budget Transaction Detail Report and/or Payroll Query with proposed expenses to transfer identified.
- 3. Maintain copies of all Title I Funds Justification of Expenditure and SPSA Addendum 2015-16.
  - 4. Sample forms are provided for your reference:

**Attachment 3 Sample Budget Transfers** - Title I Funds Justification of Expenditure and SPSA Addendum 2015-16

**Attachment 4 Sample Expense Transfers** - Title I Funds Justification of Expenditure and SPSA Addendum 2015-16

FPMA staff review requests and accompanying documentation to confirm that the proposed changes in the SPSA and Title I budget expenditures conform to the SPSA goals and are in compliance with federal, state, and district requirements related to Title I programs. **FPMA staff sends an e-mail notification to the site principal and budget analyst upon approval of the request.**

If you have questions regarding spending Title I 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 (8)



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

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**MAJOR CATEGORICAL (TITLE I) FUNDS  
EXPENDITURE GUIDELINES 2015-16**

**A. FUNDS INCLUDED:**

<b>Resource Code 30100</b>	Basic Program Title I/Part A	Part of the Elementary and Secondary Education Act, which provides federal money to support economically disadvantaged students and close academic achievement gaps.
<b>Resource Code 30103</b>	Title I Parent Involvement	Used to encourage parent involvement in order to improve student achievement.
<b>Resource Code 30106</b>	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.

**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 is 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 a minimum of 10 percent (10%) of Title I funds to Professional Development; Resources 30100/30106).**
3. **Supplement**, not supplant the district's general program. Use of Title I funds must not replace district funds. Title I funds must add to or enhance district program.
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 use of the associated Title I budget allocations.

**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 needs assessment is a required component of the SWP and the SPSA serves as the Title I Schoolwide Plan.

**D. BUDGET:**

1. Each site develops a budget to implement all strategies for each available funding source. It includes 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 embedded Title I budget is approved by the Board of Education.
2. The SSC must approve transfers of allocations within any of the above-listed programs.

**E. SPENDING:**

Expenditures from the Title I resources listed above are 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.

**Spending Instructions for Title I Budgets:**

SSC approval is required for revisions to Title I expenditures originally allocated in the SPSA. The Title I Justification of Expenditure and SPSA Addendum document these changes and must be kept with the SPSA.

Complete the Title I Justification of Expenditure and SPSA Addendum in order to make revisions to Title I spending. Send the Title I Justification of Expenditure and SPSA Addendum with original principal and SSC chairperson signatures along with SSC meeting minutes verifying SSC approval.

**Send to:**

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

The Financial Planning, Monitoring and Accountability (FPMA) resource teacher notifies the principal and budget analyst via an email upon approval of the expense/budget transfers.

### **TITLE I FUND REQUIREMENTS AND RESTRICTIONS EXPLAINED:**

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 centered on our student needs?
- Do these expenditures provide supplementary services that would not be provided absent categorical funding?
- 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?

### **SPECIFIC SPENDING PROCESSES AND REQUIREMENTS:**

#### **1. Equipment**

- a. General type of equipment and intended use/benefit must be identified in the site plan.
- b. If not **clearly instructional**, seek guidance in advance from your assigned Financial Planning, Monitoring and Accountability Department Resource Teacher.
- 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 district funded materials and instruction.

#### **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 such as 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.

#### **6. 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.

**Field Trips**

- e. Must be part of classroom instructional plan.
- f. Must be related to core academics.
- g. Must have appropriate pre- and post-trip activities.
- h. Must be tied to the SPSA.

**7. Substitutes (for classroom teachers)**

- a. For professional development.
- b. To provide sick leave for teachers paid from the same funding source.

**8. Hourly time**

- a. For professional development.
- b. Extra time for support of academic programs.
- c. Clerical time beyond the regular school day in support of academic programs.

**9. 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 only.
  - Meals are **NOT** allowable.
- f. Childcare for parents to attend workshops.
- g. Translation for parents attending workshops.
- h. Equipment and supplies for parent room.

**Reminder: Title I funds are never used to fund the following expenses**

- 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 for available supplies.
- h. Vice Principals
- i. Clerical Positions
- j. Copier Contract
- k. Community Service Assistant
- l. Campus Security

## CATEGORICAL SPENDING GUIDELINES 2015-16

Rationales for Categorical Spending must be clearly described in the Single Plan for Student Achievement (SPSA).

Resource #	Resource Name	Allowable Expenses	Non-allowable Expenses
<b>30100</b>	<p><b>Title I Basic</b></p> <ul style="list-style-type: none"> <li>● <b>Required:</b> Program Improvement schools must allocate 10% of Title I funds for Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>● Equipment –directly related to support student achievement in the Common Core State Standards.</li> <li>● Instructional Materials</li> <li>● Travel for professional development (must be pre-approved).</li> <li>● Conferences for professional development.</li> <li>● Field Trips (in support of common core instruction).</li> <li>● Substitutes to provide release time for professional development (<b>for classroom teachers</b>).</li> <li>● Parent Involvement</li> <li>● Extended Day/Year Programs</li> <li>● Additional FTE above district allocation including:               <ul style="list-style-type: none"> <li>- Nurse</li> <li>- Counselor</li> <li>- Avid teachers and tutors</li> <li>- Class size reduction teachers</li> <li>- Push-in Instruction teacher</li> <li>- Subject-specific resource teachers</li> <li>- CAHSEE prep teacher</li> <li>- Classroom teachers who provide qualitatively different instruction to underperforming students.</li> <li>- Prep teachers (only if used to release teachers for professional development).</li> <li>- Parent Academic Liaison</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Administrative Positions including Vice Principals and Dean of Students</li> <li>● Clerical positions</li> <li>● Network Tech-less working <b>directly</b> with students on intervention programs and/or activities.</li> <li>● Copier contract</li> <li>● Community Service Assistant</li> <li>● Campus Security</li> <li>● Noon Duty</li> <li>● Meals</li> <li>● Athletic equipment</li> <li>● Medical supplies</li> <li>● Custodial supplies</li> <li>● Building improvement</li> </ul>



continued

Resource #	Resource Name	Allowable Expenses	Non-allowable Expenses
30100		<ul style="list-style-type: none"> <li>• Hourly time including:               <ul style="list-style-type: none"> <li>- Classroom teachers and classified staff working directly in supplemental services and/or programs for students Nursing Time</li> <li>- Counselor Time</li> </ul> </li> <li>• Pupil Advocate</li> <li>• Assistants (guidance, classroom, library, etc.)</li> <li>• If working directly with students on intervention programs or activities. This MUST be clearly articulated in the SPSA.</li> </ul>	
30103	<b>Title I Parent Involvement</b>	<ul style="list-style-type: none"> <li>• Materials for parent meetings and training</li> <li>• Conferences and workshops for parents</li> <li>• Parent communication materials</li> <li>• Light refreshments. (meals are not allowable)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Same as for Title I Basic.</i></li> <li>• <i>Meals</i></li> </ul>
30106	<b>Title I Program Improvement Supplemental (PI schools in Years 4 &amp; 5 only)</b>	<ul style="list-style-type: none"> <li>• <i>Same as for Title I Basic</i></li> <li>• <b>Required</b> to set aside 10% of allocation for staff professional development.</li> <li>• Expenditures must be directly related to meeting the goals in the school's Program Improvement plan.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Same as for Title I Basic.</i></li> </ul>



**Title I Funds  
Justification of Expenditure and SPSA Addendum  
2015-16**

**Complete this form for the following change in Title I expenditures allocated in the 2015-16 SPSA:**

- Budget transfer within a categorical resource.
- Expense transfer between and/or into categorical resources. Budget Transaction Detail Report and/or Payroll Query are 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).

<b>SCHOOL NAME:</b>	<b>DATE:</b>	<b>LOCATION NUMBER:</b>
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<b>BUDGET ANALYST:</b>	<b>RESOURCE TEACHER:</b>
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**PROPOSED FUNDING SOURCE (Resource Code):**

**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.  
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 and why:
- Other (Please specify):

<b>REQUIRED SPSA MODIFICATION:</b>	<b>AREA:</b>
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**DATA USED TO JUSTIFY EXPENDITURE:**

- CELDT  CAHSEE  District Assessments:
- Site Developed Assessments:
- Other (Please specify):

Attachment 2 Template – Major Categorical Title I Funds  
Justification of Expenditure and SPSA Addendum 2015-16

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

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

**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 or Payroll Query report is attached and highlighted (for 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
<b>Approved</b> ____ <b>Denied</b> ____	
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.  
APPROVED TRANSFERS ARE ADDENDUMS TO THE SPSA**



**Title I Funds Justification of Expenditure  
 and SPSA Addendum 2015-16**

**Complete this form for the following change in Title I expenditures allocated in the 2015-16 SPSA:**

- Budget transfer within a categorical resource.**
- Expense transfer between and/or into categorical resources. Budget Transaction Detail Report and/or Payroll Query are 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).

<b>SCHOOL NAME:</b> Future Middle School	<b>DATE:</b> 12-12-2015	<b>LOCATION NUMBER:</b> 2015A
<b>BUDGET ANALYST:</b> Smith, John 619-725-8000	<b>RESOURCE TEACHER:</b> Smith, Jane 619-725-5609	
<b>PROPOSED FUNDING SOURCE (Resource Code):</b> 30100		
<b>PAR NUMBER (If Required):</b>		
<p><b>DESCRIPTION OF PROPOSED EXPENDITURE: All expenditures should be listed individually</b></p> <p><b>Expenditure and Benefit to Students:</b> <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. Teacher hourly (1157) to provide after school tutoring for sixth grade students.</p> <p>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.</p> <p>C.</p> <p>D.</p> <p>E.</p> <p>F.</p> <p><i>* Please list amount funded for each item on the following budget page.</i></p>		
<p><b>REASON FOR TRANSFER:</b></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 checked="" type="checkbox"/> 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).</p>		
<b>REQUIRED SPSA MODIFICATION:</b>	<b>AREA:</b> None required – Expenditure already in SPSA	
<p><b>DATA USED TO JUSTIFY EXPENDITURE:</b></p> <p><input type="checkbox"/> CELDT    <input type="checkbox"/> CAHSEE    <input type="checkbox"/> District Assessments</p> <p><input type="checkbox"/> Site Developed Assessments:</p> <p><input type="checkbox"/> Other (Please specify):</p>		

Attachment 3 **Sample - Budget Transfer**  
 Title 1 Funds Justification of Expenditure  
 and SPSA Addendum 2015-16

From:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount
A	2015	30100	00	1109	1000	1110	01000	0000	\$10,000
B									\$
C									\$
D									\$
E									\$
F									\$
<b>TOTAL</b>									<b>\$10,000</b>

To:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount
A	2015	30100	00	1157	1000	1110	01000	0000	\$7000
B	2015	30100	00	4301	1000	1110	01000	0000	\$3000
C									\$
D									\$
E									\$
F									\$
<b>TOTAL</b>									<b>\$10,000</b>

**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 12, 2015
- 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 and/or Payroll Query 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                      12/12/2015  
 PRINCIPAL'S SIGNATURE      DATE

Sally Chen                      12/12/15  
 SSC CHAIRPERSON'S SIGNATURE      DATE

Jane Doe (Original signature needed) 12/12/2015  
 PRINCIPAL'S SIGNATURE      DATE

Sally Chen (Original signature needed) 12/12/2015  
 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 BUDGET ANALYST: _____</p>	<p>DATE POSTED: _____</p>

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**

**APPROVED TRANSFERS ARE ADDENDUMS TO THE SPSA**





San Diego Unified School District  
**Future Middle School**  
 SSC Meeting  
 Month day, 2015

**SAMPLE SSC MEETING MINUTES**

**MEMBERS PRESENT:**

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> Jane Doe         | Principal (ex officio)                        | <input checked="" type="checkbox"/> Sally Chen    | <input checked="" type="checkbox"/> Quorum was met |
| <input checked="" type="checkbox"/> John Alford      | Classroom Teacher (1 <sup>st</sup> yr)        | <input checked="" type="checkbox"/> George Rivers | Parent/DAC Rep (1 <sup>st</sup> yr)                |
| <input checked="" type="checkbox"/> Melina Escalante | Classroom Teacher (2 <sup>nd</sup> yr)        | <input checked="" type="checkbox"/> Patricia Ruiz | Parent (2 <sup>nd</sup> yr)                        |
| <input checked="" type="checkbox"/> Harriet Nguyen   | Classroom Teacher (2 <sup>nd</sup> yr)        | <input type="checkbox"/> Cynthia Smith            | Parent (1 <sup>st</sup> yr)                        |
| <input checked="" type="checkbox"/> Sam Marston      | Other – school personnel (1 <sup>st</sup> yr) | <input checked="" type="checkbox"/> John Ortega   | Community Member (2 <sup>nd</sup> yr)              |

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

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
1. Call to Order	<ul style="list-style-type: none"> <li>Sally Chen: SSC Chairperson</li> </ul>	Meeting was called to order at 3:35 p.m.
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<p>4. SPSA</p> <ul style="list-style-type: none"> <li>➤ Monitoring the SPSA</li>   <li>➤ Review 2015-16 Goals</li>   <li>➤ Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Informational: John Alford, Classroom Teacher member</li>   <li>• Action Item: Jane Doe, Principal</li>   <li>• Action Item: Jane Doe, Principal</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li>   <li>• After reviewing student data, the SSC discussed increasing the ELA SMART goal by 2 percentage points since we have already met targets. Sam Marston moved to approve the new SPSA goals for 2015-16. Moved by Chen. Motion seconded by Patricia Ruiz. Motion passed 9-0.</li>   <li>• 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.</li> </ul>

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<p>– <b>Expense Transfer from 00000 to 30100</b></p>	<ul style="list-style-type: none"> <li>Action Item: Jane Doe, Principal</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><b><u>Expense Transfer from 00000 to 30100</u></b>  <b>From:</b> 2015 00000 00 1192 1000 1110 01000 0000            \$612.85 - visiting teachers</p> <p><b>To:</b> 2015 30100 00 1192 1000 1110 01000 0000            \$612.85 - visiting teachers</p> <p>Motion by Alford. Seconded by Harriet. Motion Passed.</p>

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>5. DAC and ELAC</p> <ul style="list-style-type: none"><li>➤ DAC Report</li>          <li>➤ ELAC Report</li></ul>	<ul style="list-style-type: none"><li>• Informational: Sally Chen, DAC Representative</li>          <li>• Informational: Melina Escalante, ELAC Chairperson</li></ul>	<ul style="list-style-type: none"><li>• 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.</li>          <li>• DELAC: Melina Escalante shared information from the September 2015 meeting.</li></ul>
<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



**Title I Funds Justification of Expenditure  
 and SPSA Addendum 2015-16**

**Complete this form for the following change in Title I 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 and/or Payroll Query 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).

<b>SCHOOL NAME:</b> Future Middle School	<b>DATE:</b> 12-12-2015	<b>LOCATION NUMBER:</b> 2014A
<b>BUDGET ANALYST:</b> Smith, John 619-725-8000	<b>RESOURCE TEACHER:</b> Smith, Jane 619-725-5609	
<b>PROPOSED FUNDING SOURCE (Resource Code):</b> 30100		
<b>PAR NUMBER (If Required):</b>		
<p><b>DESCRIPTION OF PROPOSED EXPENDITURE: All expenditures should be listed individually</b></p> <p><b>Expenditure and Benefit to Students:</b> <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. 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.</p> <p>B.</p> <p>C.</p> <p>D.</p> <p>E.</p> <p>F.</p> <p>G.</p> <p><i>* Please list amount funded for each item on the following budget page.</i></p>		
<p><b>REASON FOR TRANSFER:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase to an activity previously identified in SPSA.</li> <li><input checked="" type="checkbox"/> Transfer of expenditures due to clerical error. Incorrectly charged to 00000.</li> <li><input type="checkbox"/> Other (Please specify):</li> </ul>		
<b>REQUIRED SPSA MODIFICATION:</b>	<b>AREA:</b> None required – Expenditure already in SPSA	
<p><b>DATA USED TO JUSTIFY EXPENDITURE:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> CELDT    <input type="checkbox"/> CAHSEE    <input type="checkbox"/> District Assessments:</li> <li><input type="checkbox"/> Site Developed Assessments:</li> <li><input type="checkbox"/> Other (Please specify):</li> </ul>		

Attachment 4 **Sample – Expense Transfer**  
 Title 1 Funds Justification of Expenditure  
 and SPSA Addendum 2015-16

From:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount
A	2015	00000	00	1192	1000	1110	01000	0000	\$612.85
B									\$
C									\$
D									\$
E									\$
F									\$
G									\$
<b>TOTAL</b>									<b>\$612.85</b>

To:	Dept.	Resource	Budget Ref	Account	Program	Class	Fund	Extended	Amount
A	2015	30100	00	1192	1000	1110	01000	0000	\$612.85
B									\$
C									\$
D									\$
E									\$
F									\$
G									\$
<b>TOTAL</b>									<b>\$612.85</b>

**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 12, 2015
- 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 and/or Timekeeping 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                      12/12/2015  
 PRINCIPAL'S SIGNATURE      DATE

Sally Chen                      12/12/15  
 SSC CHAIRPERSON'S SIGNATURE      DATE

Jane Doe (Original signature needed) 12/12/2015  
 PRINCIPAL'S SIGNATURE      DATE

Sally Chen (Original signature needed) 12/12/2015  
 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 BUDGET ANALYST: _____</p>	<p>DATE POSTED: _____</p>

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  
 APPROVED TRANSFERS ARE ADDENDUMS TO THE SPSA.**





San Diego Unified School District  
**Future Middle School**  
 SSC Meeting  
 Month Day, 2015

**SSC MEETING MINUTES**

**MEMBERS PRESENT:**

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> Jane Doe         | Principal (ex officio)                        | <input checked="" type="checkbox"/> Sally Chen    | <input checked="" type="checkbox"/> Quorum was met |
| <input checked="" type="checkbox"/> John Alford      | Classroom Teacher (1 <sup>st</sup> yr)        | <input checked="" type="checkbox"/> George Rivers | Parent/DAC Rep (1 <sup>st</sup> yr)                |
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| <input checked="" type="checkbox"/> Harriet Nguyen   | Classroom Teacher (2 <sup>nd</sup> yr)        | <input type="checkbox"/> Cynthia Smith            | Parent (1 <sup>st</sup> yr)                        |
| <input checked="" type="checkbox"/> Sam Marston      | Other – school personnel (1 <sup>st</sup> yr) | <input checked="" type="checkbox"/> John Ortega   | Community Member (2 <sup>nd</sup> yr)              |

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

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San Diego Unified School District  
**Future Middle School**  
SSC Meeting  
Month day, 2015

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**Area Superintendent's Learning Communities 2015-16**  
**Financial Planning Development Analyst and Resource Teacher Assignments**

AREA 1 Bruce Bivins	AREA 2 Lamont Jackson	AREA 3 Kimie Lochtefeld	AREA 4 Sofia Freire	AREA 5 Mitzi Merino	AREA 6 Fabiola Bagula	Contacts	
<b>Lincoln Cluster</b>	<b>Mira Mesa Cluster</b>	<b>Kearny Cluster</b>	<b>Clairemont Cluster</b>	<b>La Jolla Cluster</b>	<b>Crawford Cluster</b>	<b>Budget Analysts</b>	
0011 Baker Elementary 0013 Balboa Elementary 0060 Chavez Elementary 0063 Chollas/Mead Elementary 0093 Encanto Elementary 0149 Horton Elementary 0157 Johnson Elementary 0296 Knox Middle 3637 Lincoln High 0341 Millennial Tech Middle 0218 Nye Elementary 0236 Porter Elementary 0283 Valencia Park Elementary 0289 Webster Elementary	0303 Challenger Middle 0217 Ericson Elementary 0134 Hage Elementary 0201 Hickman Elementary 0199 Mason Elementary 0349 Mira Mesa High 0219 Sandburg Elementary 0285 Walker Elementary 0328 Wangenheim Middle 0200 Salk (Opening Sept. 2015) <i>Budget - Bill Hallaran</i> <i>Resource - Dario Gutierrez</i>	0007 Angier Elementary 0055 Carson Elementary 0061 Chesterton Elementary 0075 Cubberley Elementary 0105 Fletcher Elementary 0159 Jones Elementary 0161 Juarez Elementary 3736 Kearny CTA 3733 Kearny DMD 3734 Kearny SCT 3735 Kearny SIB 0173 Linda Vista Elementary 0316 Montgomery Middle 0247 Ross Elementary 0326 Taft Middle 0291 Wegeforth Elementary	0004 Alcott Elementary 0021 Bay Park Elementary 0043 Cadman Elementary 0332 Clairemont High 0147 Holmes Elementary 0313 Marston Middle 0277 Toler Elementary <i>Budget - Tenya Rushing</i> <i>Resource - Susan Weinshanker</i>	0029 Bird Rock Elementary 0169 La Jolla Elementary 0342 La Jolla High 0317 Muirlands Middle 0279 Torrey Pines Elementary <i>Budget - Debbie Glanz</i> <i>Resource - Mary Johnson</i>	0057 Carver Elementary 0065 Clay Elementary 0334 Crawford High 0095 Euclid Elementary 0153 Fay Elementary 0150 Ibarra Elementary 0312 Mann Middle 0195 Marshall Elementary 0223 Oak Park Elementary 0243 Rolando Park Elementary <i>Budget - Gordon Yorke</i> <i>Resource - Mary Johnson</i>	<b>Rita Clegg</b> 619 725-7644 <b>Sally Dexter-Smith</b> 619 725-7627 <b>Debbie Glanz</b> 619 725-7619 <b>Bich Ha Groll</b> 619-725-7788 <b>Paula Hall</b> 619-725-7639 <b>Bill Hallaran</b> 619 725-7631	
<b>Serra High Cluster</b>	<b>Morse Cluster</b>	<i>Budget - Rita Clegg</i> <i>Resource-Susan Weinshanker</i>	<b>Henry Cluster</b>	<b>San Diego Cluster</b>	<b>Hoover Cluster</b>	<b>Maurice Hernandez</b> 619 725-7647	
0327 DePortola Middle 0367 Farb Middle 0136 Hancock Elementary 0166 Kumeyaay Elementary 0206 Miller Elementary 0357 Serra High Cluster 0274 Tierrasanta Elementary 0284 Vista Grande Elementary <i>Budget-Sally Dexter Smith</i> <i>Resource - Dario Gutierrez</i>	0009 Audubon K-8 0302 Bell Middle 0123 Bethune K-8 0033 Boone Elementary 0115 Freese Elementary 0119 Fulton K-8 0171 Lee Elementary 0352 Morse High 0229 Paradise Hills Elementary 0235 Penn Elementary 0237 Perry Elementary 0125 Zamorano Elementary <i>Budget - Sally Dexter-Smith</i> <i>Resource - Dario Gutierrez</i>	0316 Montgomery Middle 0247 Ross Elementary 0326 Taft Middle 0291 Wegeforth Elementary <i>Budget - Rita Clegg</i> <i>Resource-Susan Weinshanker</i>	0293 Benchley Weinberger Elem. 0078 Dailard Elementary 0111 Foster Elementary 0121 Gage Elementary 0131 Green Elementary 0139 Hardy Elementary 0143 Hearst Elementary 0311 Lewis Middle 0197 Marvin Elementary 0336 Patrick Henry High 0321 Pershing Middle <i>Budget - Tenya Rushing</i> <i>Resource - Susan Weinshanker</i>	0031 Birney Elementary 0039 Burbank Elementary 0091 Emerson/Bandini Elem. 0107 Florence Elementary 0124 Garfield Elementary 0128 Golden Hill K-8 0127 Grant K-8 0155 Jefferson Elementary 0162 Kimbrough Elementary 0177 Logan K-8 0203 McKinley Elementary 0330 Memorial Prep Middle 0185 Perkins K-8 0137 Rodriguez Elementary 0324 Roosevelt Middle 0259 Sherman Elementary 0287 Washington Elementary <i>Budget - Lilibeth Puentespina</i> <i>Resource - Mary Johnson</i>	0003 Adams Elementary 0059 Central Elementary 0062 Cherokee Point Elem. 0322 Clark Middle 0089 Edison Elementary 0113 Franklin Elementary 0135 Hamilton Elementary 0338 Hoover High 0130 Joyner Elementary 0215 Normal Heights Elem. 0230 Rosa Parks Elementary 0249 Rowan Elementary 0329 Wilson Middle <i>Budget - Bich Ha Groll</i> <i>Resource - Mary Johnson</i>	<b>Tammy Jackson</b> 619 725-7640 <b>Esther Moosbrugger</b> 619 725-7617 <b>Lilibeth Puentespina</b> 619 725-7621 <b>Tenya Rushing</b> 619-725-7637 <b>Michelle Speegle</b> 619-725-7634 <b>Tania Valero</b> 619-725-7638 <b>Gordon Yorke</b> 619-725-7643	
<b>Alternative/Atypical Schools</b>	<b>University City Cluster</b>	<b>Point Loma Cluster</b>	<b>Madison Cluster</b>	<b>Atypical Schools</b>	<b>Scripps Ranch High Cluster</b>	<b>Resource Teachers</b>	
0362 Twain High 0361 Garfield High 0500 San Diego MET 9-12 0504 iHigh 9-12 0395 Mt. Everest Academy K-12 0503 SD Early/Middle College <i>Budget - Maurice Hernandez</i> <i>Resource - Dario Gutierrez</i>	0077 Curie Elementary 0087 Doyle Elementary 0263 Spreckels Elementary 0325 Standley Middle 0355 University City High <i>Budget - Bich Ha Groll</i> <i>Resource - Dario Gutierrez</i>	0041 Cabrillo Elementary 0304 Correia Middle 0080 Dana Middle 0085 Dewey Elementary 0179 Loma Partal Elementary 0225 Ocean Beach Elementary 0354 Point Loma High 0261 Silver Gate Elementary 0269 Sunset View Elementary <i>Budget - Gordon Yorke</i> <i>Resource-Susan Weinshanker</i>	0310 CPMA Middle 0167 Lafayette Elementary 0175 Lindbergh Schweitzer Elem. 0253 Sequoia Elementary 0295 Whitman Elementary <i>Budget - Rita Clegg</i> <i>Resource - Susan Weinshanker</i>	0310 CPMA Middle 0167 Lafayette Elementary 0175 Lindbergh Schweitzer Elem. 0253 Sequoia Elementary 0295 Whitman Elementary <i>Budget - Rita Clegg</i> <i>Resource - Susan Weinshanker</i>	3743 San Diego High Edu Comp 3744 San Diego High, Int'l Studies 3749 San Diego High, Bus/LEADS 3750 San Diego High, MVPA 3753 San Diego High, Science/Tech <i>Budget - Tammy Jackson</i> <i>Resource - Mary Johnson</i>	0086 Dingeman Elementary 0090 E.B. Scripps Elementary 0156 Jerabek Elementary 0308 Marshall Middle 0210 Miramar Elementary 0359 Scripps Ranch High <i>Budget - Michelle Speegle</i> <i>Resource - Mary Johnson</i>	<b>Dario Gutierrez</b> 619 725-7785 <b>Mary Johnson</b> 619 725-5611 <b>Susan Weinshanker</b> 619 725-5614 <b>Principal-Spec. Assignmnt</b> Don Craig / 619 725-7567 <b>Director, Financial Plng</b> Vikki Henton/619 725-7093 <b>Exec. Dir. Financial Plng</b> Debbie Foster 619 725-7646
<b>Alternative School</b>	<b>Atypical Schools</b>	<b>Other</b>	<b>Atypical Schools</b>	<b>Atypical Schools</b>	<b>Special Ed Schools</b>		
0331 ALBA <i>Budget - Maurice Hernandez</i> <i>Resource - Susan Weinshanker</i>	0368 SCPA 6-12 <i>Budget - Maurice Hernandez</i> <i>Resource - Dario Gutierrez</i>	0382 Home Hospital <i>Budget - Tania Valero</i> <i>Resource - Dario Gutierrez</i>	0369 John Muir K-12 0181 Longfellow K-8 <i>Budget - Maurice Hernandez</i> <i>Resource - Susan Weinshanker</i>	0170 Language Academy K-8 <i>Budget - Maurice Hernandez</i> <i>Resource - Mary Johnson</i>	0297 Whittier K-12 0364 Riley 0479 TRACE <i>Budget - Paula Hall →</i> <i>Budget - Tania Valero →</i> <i>Budget - Tania Valero →</i>		

Financial Planning and Development  
Financial Planning, Monitoring and Accountability Department

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**TIMELINE FOR TITLE I BUDGET  
RESPONSIBILITIES**

The suggested timeline and checklist below highlights important dates for managing Title I budgets.

ACTIVITY	DATES
<input type="checkbox"/> Develop 2015-16 SPSA and Title I Budget	March 13, 2015
2015-16 Fiscal Year Begins	July 1, 2015
<input type="checkbox"/> Implementation of 2015-16 SPSA and Title I Budget begins	July 1, 2015
<input type="checkbox"/> Monitor and modify school budget based on surplus or deficit budget adjustments.	July 2015 through June 2016
<input type="checkbox"/> Salary transfers and benefits updates <input type="checkbox"/> Check in with your Budget Analyst to check status of updates <input type="checkbox"/> Modify school budget based on surplus or deficit budget adjustments	December 2015 through January 2016
2016-17 Budgets Released <input type="checkbox"/> Meet with advisory groups and SSC <input type="checkbox"/> Develop and approve school site SPSA and budget <input type="checkbox"/> Submit to BOE for approval	January/February 2016 (tentative)
Spending deadlines begin <input type="checkbox"/> Reference Processing Deadlines Circular <input type="checkbox"/> Submit final orders for the school year	April 2016 through June 2016





San Diego Unified School District  
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**TITLE I BUDGETS 101:  
 BUDGET AND EXPENSE TRANSFERS**

This one and a half hour workshop is designed to provide administrators and designated financial staff support with the tools necessary to successfully move budgets within a Title I resource as well as expenses between and into Title I resources. Topics include:

- How to present budget and expense transfers for SSC approval (including minutes documentation)
- Completing the Budget/Expense Justification Form
- How to run and use the reports necessary to identify budget and expenses for revision
- The timelines and tasks of necessary to successful Title I budget management

DAY OF WEEK	DATE	TIME	ROOM NUMBER	ALL TRAININGS HELD AT THIS LOCATION
Monday	11/30	4:00-5:30 p.m.	Auditorium	Ballard Parent Center 2375 Congress Street San Diego, CA 92110
Wednesday	12/2	4:00-5:30p.m.	Auditorium	
Tuesday	12/8	4:00-5:30p.m.	Auditorium	
Monday	4/11	4:00-5:30 p.m.	Auditorium	
Monday	4/18	4:00-5:30 p.m.	Auditorium	
Tuesday	4/19	4:00-5:30 p.m.	Auditorium	

**District staff log into Electronic Registration Online**  
 (ERO) at <http://sandi.net/ero>

***Course Code: 5526 2015-16 Title I Budgets 101***

For additional information contact the  
 Financial Planning, Monitoring and Accountability (FPMA)  
 Department (619) 725-5609