

## FEDERAL PROGRAMS

**TITLE I** - Funds received under Title I of the Elementary and Secondary Education Act (ESEA) will be used to support programs in all of the BCS schools.

Title I, Part A provides formula grants to districts. These districts then allocate funds to Title I schools based on their number of economically disadvantaged children. The district must use Title I funds only in high poverty schools that have been selected for services through the Consolidated Planning Process.

Title I provides flexible funding to provide additional instructional staff, professional development, extended-time programs, and other strategies for raising student achievement in high-poverty schools.

### **Program Focus:**

- To promote school-wide reform in high-poverty schools, ensuring students' access to scientifically based instructional strategies and challenging academic content
- To act as a mechanism for holding states, school districts, and schools accountable for improving the academic achievement of all students
- To serve as a mechanism for turning around low-performing schools
- To provide alternatives to students in low-performing schools to enable those students to receive a high-quality education

Title I funds may be used for a variety of services and activities, most commonly for instruction in reading and mathematics. The legislation encourages the use of strategies such as extended day (before and after school programs), extended year, and summer programs to increase learning time.

**TITLE II** - Funds received under Title II Part A - Improving Teacher Quality Grant - of the *Elementary and Secondary Education Act (ESEA)* will be used to prepare, train, recruit, and retain high quality teachers and principals. Local funds will be used to provide professional development activities that improve teacher knowledge to meet the state academic content standards and student achievement standards. Professional development is provided in the areas of academic content, effective instructional strategies, and meeting the needs of diverse learners. Funds will also be used for Master Teachers and Learning Coaches who will develop and implement initiatives and programs to promote retention of new teachers through mentoring, new teacher workshops, and on-site support.

**TITLE III - English as a Second Language** - English as a Second Language (ESL) is a program for delivering services to students who have a primary language other than English. These students come from a non-English language background. In Tennessee, ESL services are primarily delivered as a pullout program in which students are pulled out of the regular classroom, provided instruction in English at their ability level, and then returned to the classroom.

**Bartlett City Schools Federal Programs Procedures (Title I) for Purchases:**

BCS will follow the guidelines as described in EDGAR. The Title supervisor of each Title area must approve expenditures and contracts in support of the Title Program.

**School Title I Purchase Procedure:**

- Schools utilize APECS (Requisition & P.O. system) to enter purchases and receive prior approval for their purchases electronically through this system by the supervisor of Federal Programs
- All expenditures must include a School Improvement goal(s) from SIP as a justification on all APECS requests
- APECS forwards requests to BCS buyers and they search for bids and also follow the Sealed Bid Requirements if necessary

**Central Office Title Purchase Procedure:**

- Use of APECS (Requisition & P.O. system) to enter purchases and receive prior approval for their purchases electronically through this system by the Title supervisor
- All expenditures must include a valid justification on all APECS requests
- APECS forwards requests to BCS buyers and they search for bids and also follow the Sealed Bid Requirements if necessary

**APECS (Requisition and P.O. system) Lines of Approval for Title I School Purchases:**

- School secretary enters purchases on APECS
- The principal of the school approves the purchases
- The purchase request is then sent to the supervisor of Federal Programs for approval
- After approval by the supervisor of Federal Programs, it is then sent to the CFO for approval, and finally it is sent to the BCS purchasing buyer
- Buyer determines best price among 3 bids (if necessary)
- P.O. is developed and finalized
- Final P.O. is sent to the vendor

**APECS (Requisition & P.O. system) Lines of Approval for Title Central Office Purchases:**

- Federal Programs clerk enters purchases on APECS
- The purchase request is then sent to the supervisor of Federal Programs for Approval
- CFO then approves purchases
- After approval by the supervisor of Federal Programs, it is then sent to the CFO for approval, and finally it is sent to the BCS purchasing buyer
- Buyer determines best price among 3 bids (if necessary)
- P.O. is developed and finalized
- Final P.O. is sent to the vendor

**Title I School Budget Amendment Procedures (following the guidelines outlined in EDGAR):**

- Budgets may be amended each year during the months of December and March.
- The school principal must put in writing to the supervisor of Federal Programs and the CFO the line item(s) and amount(s) they want moved between budget line items.
- Amendments of less than a 10% movement of funds between major budget categories will not require State Department approval but must be approved by the supervisor of Federal Programs and the CFO. Notification, in writing, shall be provided to the accountant to make those changes in APECS. An electronic record of this change is maintained in APECS.
- Amendments that are greater than a 10% movement of funds between major budget categories will require the approval of the State Department. The supervisor of Federal Programs and the CFO will make this request to the State Department of Education. Once approval is given, the accountant will enter the budget amendment in APECS. An electronic record of this change is maintained in APECS.

**Title Funds Central Office Budget Amendment Procedures:**

- Budget Amendment shall follow the Guidelines for EDGAR.
- Amendments of less than a 10% movement of funds between major budget categories will not require State Department approval. This will be adjusted at the district level. The supervisor of Federal Programs and the CFO will make district level approval. The accountant shall be notified in writing to make those changes in APECS. An electronic record of this change is maintained in APECS
- Amendments that are greater than a 10% movement of funds between major budget categories of the budget spreadsheet will require the approval of the State Department. The supervisor of Federal Programs and CFO will make this request to the State Department of Education. Once approval is given, the accountant will enter the budget amendment in APECS. An electronic record of this change is maintained in APECS.

**Back Orders**

If a P.O. number is issued but items are not received in a timely manner, cancelling the P.O. number is the best option. This will release the encumbered funds for other purposes. Email Faye Morrison for assistance with this process at [fmorrison@bartlettschools.org](mailto:fmorrison@bartlettschools.org). All P.O.'s must be cleared by the end of the fiscal year.

**Allowable/Non-Allowable Expenditures for Title I**

Title I Allowable	BCS Form to	Send Original To:	Procedure	Title Non-Allowable
<p><b>Instructional materials and supplies not provided by the LEA including manipulatives, calculators, and other reinforcement materials</b></p>	<p><b>APECS Requisition</b></p>	<p><b>- Entered by Financial Secretary - Approved by principal, supervisor of Federal Programs, and the CFO</b></p>	<p><b>- Use APECS to enter purchases - Prior approval for these purchases will be received electronically through APECS by the supervisor of Federal Programs - Request must include a School Improvement goal(s) from SIP on all P.O. requests</b></p>	<p><b>- Office equipment and supplies for office use only - Copiers, copies, copier maintenance, repairs, meter readings, leasing fees, etc. - Textbooks, workbooks and ancillary materials that are on the adoption list from the State Department of Education (SDE)</b></p>
<p><b>Field Trips</b></p>	<p><b>Field Trip Request Form</b></p>	<p><b>Supervisor of Federal Programs</b></p>	<p><b>- Must be included in the SIP and offered to all students - Prior approval 4 weeks in advance is required to use Title I Funds - Approval requested by submitting Field Trip Request form to the supervisor of Federal Programs</b></p>	<p><b>- No cost (total or partial) associated with field trips can be charged to students.</b></p>
<p><b>Out of Town Travel for Conferences</b></p>	<p><b>Travel Expense Report</b></p>	<p><b>Supervisor of Federal Programs</b></p>	<p><b>- Travel for PD must be in the SIP and &lt; 5% of the school-wide budget - Prior Approval 4-6 weeks in advance is required - Registration must be entered in APECS as a requisition after pre-approval of trip - Copy of agenda must be attached - Upon return, Original Travel Expense Report with approval signatures must be turned in with original hotel receipt showing zero balance, and conference agenda - Payments for travel are made only after travel has occurred</b></p>	<p><b>- Travel without prior approval of Federal Programs Supervisor and Superintendent - Expenditures for travel by a school that are greater than 5% of the total Title I school-wide school budget - Professional Development Travel should not be limited to administrators, it must include Teachers. Administrators (Principal, Assistant Principal, Title I Instructional Facilitator) may only attend one conference per year funding year using Title I school-wide funds.</b></p>

Title I Allowable	BCS Form to Use	Send Original To:	Procedure	Title I Non-Allowable
Reimbursements	<p>1. Request for Purchase (minimum 4 weeks prior approval) Fax to: 202-0854</p> <p>2. BCS/ Federal Programs Purchase Request</p>	Supervisor of Federal Programs	<ul style="list-style-type: none"> <li>- Reimbursements are limited to expenses associated with staff development and parental involvement meetings</li> <li>- Prior Approval is mandatory, 4 weeks in advance of event through BCS/Federal Programs Request for Purchase Form</li> <li>- Reimbursement requests must include: receipts, copy of check, agenda from event, and sign in sheets</li> </ul>	- Reimbursements without prior approval, agenda, and sign-in sheets
Stipends	Stipend Agreement	Supervisor of Federal Programs	<ul style="list-style-type: none"> <li>- Prior approval in writing must occur for all stipends</li> <li>- Request for Stipend form must be received 4 weeks prior to event</li> </ul>	<ul style="list-style-type: none"> <li>- Incomplete request for stipends or incomplete stipend form</li> <li>- No prior approval</li> </ul>
Contractual Agreements	Company Contract	Supervisor of Federal Programs	<ul style="list-style-type: none"> <li>- Contracts will be reviewed by the BCS Attorney before signing</li> <li>- Contracts will be signed only by supervisor of Federal Programs before services are rendered, and services must be complete before vendor can receive payment</li> <li>- Non BCS employees and contractors must have current W-9 on file</li> <li>- Principals and Title I Instructional Facilitators <u>cannot</u> sign contracts</li> </ul>	- Contracts that do not meet federal, state, and district guidelines
Printing	APECS requisition	Supervisor of Federal Programs	<ul style="list-style-type: none"> <li>- Requisition must be completed in APECS so that a P.O. is produced</li> <li>- Must be submitted at least 4 weeks prior to needing the copies</li> </ul>	- Inadequate time for printing request

## **BCS Federal Programs Budget Worksheet Line Items Quick Reference**

Below is an overview and list of common requested items for Title I purchases. This list is not all-inclusive. If you have questions or concerns, please contact the Federal Programs supervisor.

**Contracted Services with Private Agencies (line item 312)**-Includes the purchase of non-tangible materials or services, such as Bus services.

**Instructional Supplies & Materials (line item 429)**-Includes tangible or consumable materials used for instructional purposes, such as:

- Instructional workbooks and Test Prep Books
- Language, Math, Science Kits
- Magazine subscriptions
- Copy paper
- Ink cartridges, Folders/Portfolios, Batteries, Computer headphones, Agenda books
- Also includes field trip admissions fees excluding buses.

**Library (line item 432)**-Includes books and materials purchased for library use.

**Other Charges (line item 599)**-Includes materials for parent trainings such as:

- Parent Training DVDs
- Resource materials

**Equipment (line item 722)**-Includes technology and other equipment.

- Calculators, Computers
- Printers, Projectors, Smart boards

**Professional Development (line item 524)**-Includes any professional development for faculty or staff.

- Professional development subscription renewals
- Professional books, videos, and resources
- Professional conferences and workshops
- Travel to conferences