Westminster Public Schools

Use of Title I Funds

The purpose of Title I is to ensure that all children have a fair and equal opportunity to obtain a high quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and assessments.

Westminster Public Schools has decided to use Title I funds received to offer special features in its Title I schools such as more teachers and instructional assistants, additional staff training, extra time for instruction and greater parent involvement.

As a School receiving Title I funding what expenditures are allowed and not allowed? Title I funds are meant to supplement not supplant which means if the School's State and local funding or general funds would have provided the services, supplies or equipment then Title I funds should not be used. Ask yourself the following questions:

- Is the expenditure reasonable and necessary to carry out the intent and purpose of our Title I program?
- How will the expenditure be evaluated to measure a positive impact on student achievement?
- Is the expenditure in line with the School's improvement program and strategy?
- What need in the strategy or program does the expenditure address?

The following list provides some guidelines for guidance in determining whether an expenditure is allowable or not allowable:

1. **Are after school activities or tutoring allowed?** In general, after school tutoring or extended day activities to allow extended time on tasks are allowable as long as they are meeting an identified need to improve student academic achievement.
2. **Are field trips allowed?** Educational field trips are allowable under certain circumstances. Educational field trips are approved planned instructional activities that involve students in learning experiences that are difficult to duplicate in classroom activities. Suggestions are science or technology fairs, trips to zoos or museums for visits or programs, or local libraries to increase access to high-interest reading materials.
3. **Are student incentives allowed?** Incentives are allowed as long as there is- a) Established school award criteria in place, b) They are reasonable and necessary to carry out the Title I program, c) Do not exceed 1% of the School's allocation for the year, d) They are non-monetary (no cash or gift cards) and nominal in value, e) Are awarded for academic progress in core subjects, attendance or behavior.
4. **Can food and refreshments be purchased?** Nutritional snacks for students in an extended day program or for children in child care while parents are participating in grant activities may be purchased. Refreshments may be provided at parent involvement activities to encourage participation and attendance. Gratuities or tips are not allowed, and meals or refreshments at award banquets or functions are not allowed.
5. **Can gifts be purchased?** Gifts are not an allowable expenditure.
6. **Are promotional items allowable?** Promotional items, memorabilia or souvenirs are not allowable expenses.
7. **Can printing costs be incurred?** Printing costs are allowable when documentation demonstrates that they are reasonable and necessary. Items such as brochures informing parents of school achievement, rules or regulations are allowable. Promotion or strategies for enrollment would not be allowable.
8. **Can we have social events?** The costs associated with social events of any kind are not allowable.
9. **Can we transport our students?** The cost of transporting students is an allowable expense in it is an appropriate expense for the grant program. However, transportation for to and from the regular school day are not allowed.
10. **Can technology be purchased?** Computer hardware or software to support student instruction are allowed for items <$5,000. If items are purchased by the District with State or local funds in non-Title I schools, these items will not be allowed. Items such as flash drives, paper or ink are also allowable if they support student instruction.
11. **What about instructional supplies?** Items used to increase participation of low-achieving students in advanced coursework or school tutoring are allowable. As well as the development and use of formative and interim assessments to track the progress of low-achieving students.