

Springfield Public Schools

Federal Programs Reference Guide

Budgeting • Purchasing • Professional Development • Parent & Family Engagement

2026-2027 School Year

PURPOSE

A quick-reference guide for Title I and other Federal Programs procedures.

Staff Contact	Primary Responsibilities
Dr. David Whitham Coordinator of Assessment and Federal Programs dwhitham@spsmail.org 417-523-1131 Ext. 75721	DESE/ESSA guidelines and compliance; certification issues; school improvement and schoolwide planning/revision; staffing; analysis; and supplantment questions.
Lee Ann Marsh Coordinator lmarsh@spsmail.org 417-523-1134 Ext. 75734	DESE compliance; budgets; Core Data; Exception Pay; professional development; TalentEd; substitutes; and inventory.
Alison Doran Harris Secretary acdoranharris@spsmail.org 417-523-1123 Ext. 75723	Placement of orders; Parent & Family Engagement; and Exception Pay.

1. Budget Sheets & Budget Categories

Google Budget Sheets Overview

Google Sheets are maintained for each grant to support financial tracking and transparency. The sheets primarily monitor funds remaining after staffing expenses and track purchases made at each site.

Budget Review & Compliance

Review your budget regularly. All expenditures must align with Business Services and DESE requirements. Coordinate with Lee Ann Marsh before shifting funds between budget categories.

Primary Budget Categories

#	Category	What It Covers
1	Supplemental Instruction	Funding for additional instructional services.
2	Exception Pay - Certified (Tutoring)	Compensation for approved teachers providing tutoring services.
3	Employee Benefits (Tutoring)	Employer-paid benefits associated with tutoring-related Exception Pay.
4	Materials & Supplies	Classroom materials and general instructional supplies.
5	Professional Development	Resources and activities that enhance staff professional skills.
6	Exception Pay - Certified (Planning, Curriculum, Assessment & Learning)	Planning, Curriculum & Assessment: \$30/hour; Professional Learning: \$25/hour.
7	Employee Benefits (Planning & Learning)	Employer-paid benefits related to Exception Pay. Use 15% for budgeting.
8	Substitutes	Substitutes for staff attending planning, curriculum, assessment, or professional development. Current rate: \$120/day.
9	Professional Services	Conference registrations, guest speakers, and other contracted professional services.
10	Travel Expenses	Lodging, airfare, meals, and other approved professional-development travel costs.
11	Other Purchased Services	Typically dues and memberships to professional organizations.
12	Materials & Supplies (Professional Development)	Supplies used specifically for professional development purposes.

2. Purchasing Practices & Procedures

All requests for materials, supplies, and textbooks not supplied through the regular curriculum process must be submitted on a Request for Purchase Form. The Building Principal must approve and sign the request before it is submitted to the Federal Programs Office for final approval.

Ordering: Key Dates & Reminders

2026-2027 DEADLINE

Purchase requests, PD requests, substitute requests, and Exception Pay requests must be submitted by December 18, 2026.

- Books, furniture, classroom materials, and supplies require a completed Request for Purchase Form by the applicable deadline.
- Conferences and workshops may occur after the deadline, but funds must be encumbered by December 18, 2026. Submit all PD requests by that date.
- Do not split orders to avoid bid requirements.
- Orders over \$3,500 require a formal bidding process unless they qualify as sole source. Bid processing may take several additional weeks.
- Include an official vendor sales order or quote. Screenshots and online shopping carts are not acceptable.
- Include shipping charges. If shipping is percentage-based, state the percentage; if it is a flat rate, state the exact amount.

How to Submit a Request for Purchase

1. Complete the Request for Purchase Form.
2. Obtain the Building Principal's signature.
3. Scan the signed form and email it to SPS Federal Programs at acdoranharris@spsmail.org.
4. Wait for confirmation from Alison that the order has been approved.

REQUIRED

The Request for Purchase Form must be signed by the Building Principal before submission.

Order Issues

- Contact the vendor directly if there is a problem with an order.
- If the problem cannot be resolved, contact the Title I Office for assistance.

Labeling & Inventory

- Label all non-consumable purchases: "Title I - [Year of Purchase]."
- Each building should have a Title I stamp. Contact the Title I Office if one is needed.
- Technology items receive a barcode at check-in and must be processed by IT before use.
- Keep the school's Title I inventory spreadsheet in Google Drive current and record the review date each school year.

Special Orders

Walmart Orders

- Maximum of 12 items per delivery.
- \$7.95 delivery fee per order.
- Tips are expected for delivery drivers.
- Include delivery fees and tips in the total order cost.

Scholastic Orders

- Identify whether the order is from the Teacher Store or Reading Club.
- For Reading Club purchases, a Title I P-Card will be checked out to the teacher so the teacher can place the order directly and access free items.

Furniture Orders

- Submit a Request for Purchase Form.
- Furniture must be selected from the SPS Approved Furniture List.

Technology Resources

1. Complete the Instructional Resource Technology Request form before submitting a Title I purchase request.
2. On the Title I form, note: "Items will be purchased using the school's Title I funds."
3. Attach the technology approval to the Request for Purchase Form.

Curriculum Materials

- Guided reading books, decodables, posters, PD books, and similar curriculum materials must be approved by the Curriculum Department.
- Attach Curriculum approval to the Request for Purchase Form.

Important Purchasing Reminders

- DO NOT fax orders.
- DO NOT use a district purchasing card for federal-fund purchases without explicit permission. Reimbursement may not be possible.
- DO NOT scan paperwork directly from the copier. Scan it to your email first, then forward it to the Title I Office so you retain proof of submission.

Allowable, Reasonable & Allocable Costs

To be eligible for federal funding, a cost must be necessary, reasonable, and allocable to the goals of the federal grant. Purchases must also align with the school's Schoolwide Plan or Comprehensive School Improvement Plan.

WHEN IN DOUBT

Ask before submitting the request. Non-allowable purchases will not be approved.

Examples of Non-Allowable Items

- Art supplies not tied to academic content
- Entertainment field trips
- Student busing
- Flash cards or workbooks
- Incentives such as stickers or toys
- Ambiance items such as lamps
- SPED classroom supplies
- Meals or food; only light refreshments are allowed at Parent & Family Engagement events

3. Request for Purchase Form

Download the form and complete it electronically before printing it for signatures. After the form is signed, email it to Alison Doran Harris.

Reason for Purchase

The Reason for Purchase box must provide a detailed explanation of why the purchase is necessary, how it will be used, and how it supports writing, reading, math, behavior, and/or the school's Schoolwide Plan.

Completing the Form

- Enter the vendor's physical location when needed (for example, Sam's or Price Cutter) so the Purchase Order is created for the correct location.
- Use the dropdown options for Delivery Method and Funding Source.
- Provide a brief but comprehensive Reason for Purchase. Incomplete forms may be returned and can significantly delay the order.
- The Total Cost calculates automatically when Qty and Unit Cost are entered.
- Enter any discount code.
- Enter shipping costs after checking the vendor's website. Amazon orders typically do not have shipping unless the item is sold by a third-party vendor.
- Sign the request and obtain the principal's signature.
- Email the completed Request for Purchase Form to acdoranharris@spsmail.org.

4. Professional Development & Travel

Federal dollars used for professional development are dedicated to Title I and other federal-program purposes. Approval and reimbursement procedures may differ from other funding sources. Requests are approved based on alignment with prioritized Federal Program goals or personnel needs and the availability of funds.

CONTACT

For clarification, contact Lee Ann Marsh at 523-1134 (ext. 75734).

If requested, participants may be expected to present at a future in-service based on the content of the activity.

Federal Programs Professional Development Request Form

All expenses that you are requesting Federal Funds (Title I, Comprehensive School Improvement, Title II, or Title IV) to pay must be requested and approved in advance, regardless of whether payment will be made by purchase order, P-Card, or employee reimbursement.

- Complete all sections of the request form and submit it to Lee Ann Marsh.
- Attach registration information and, if applicable, desired flight information.
- Describe how the activity contributes to the goals/objectives of the Federal Program.

Expense Categories

- **Registration:** The Title I Office will complete registration unless otherwise notified. Submit a copy of the completed registration form with the request.
- **Plane Ticket:** Enter estimated amounts. Tickets are purchased by the Title I Office. Include all required information and preferred airline/flight information.
- **Mileage:** Mileage is paid at the current federal rate, which may change during the school year. Staff attending together should share rides when possible. Include accurate round-trip mileage; mapping software may be used.
- **Lodging:** Unless otherwise notified, the Title I Office is responsible for lodging reservations and payment.
- **Substitute:** Complete the substitute section when a substitute is needed. After approval, follow the instructions provided for arranging the substitute.
- **Meals:** Include expected meal expenses. Meals included in the conference fee are not reimbursable. Tips may not exceed 20%. Itemized receipts are required.
- **Miscellaneous:** Include taxi, shuttle, rental car, baggage, and parking fees. Detailed receipts are required.

IMPORTANT

You will not be reimbursed for items that were not included on the original Professional Development Request Form.

Travel Expense Reimbursements

Title I travel reimbursements are handled differently from normal district reimbursements. Do not enter the reimbursement request in MUNIS. Travel expenses are reimbursed by check. To receive a check, the employee must be set up as a supplier in Oracle; email your mailing address to Lee Ann with the reimbursement paperwork.

Travel Reimbursement Checklist

- Complete the SPS Travel Reimbursement Form.
- Attach itemized meal receipts in date/meal order.
- Attach other receipts such as Uber, taxi, and parking.
- Attach a copy of the conference agenda.
- If driving, attach the Google Map used to calculate mileage.
- Sign the reimbursement form and obtain the principal's signature.
- Email the form and attachments to lmash@spsmail.org with the conference name in the subject line. Include your mailing address.

SUBMISSION TIMELINE

Submit the Travel Reimbursement within two weeks after the conference ends.

Using District P-Cards

To align with DESE travel guidelines, District P-Cards should not be issued to teachers or staff attending conferences. Major arrangements - including registration, airfare, and lodging - will be made in advance.

Possible employee out-of-pocket expenses include baggage fees, meals, mileage, and transportation to/from the hotel. Employees should submit an Employee Expense Report for reimbursement.

- Principals or staff who have a P-Card issued in their own name may use it only for their own travel-related expenses.
- Submit itemized receipts to the school financial secretary for processing.
- After reconciliation, a Journal Entry may be used to credit the school site for approved expenses.
- In special cases, a Title I Department P-Card may be checked out for employee travel expenses. Contact Lee Ann for details.

Journal Entries

When approved conference or other expenses are charged to a staff or building P-Card, a Journal Entry is required to transfer funds from the site's Title I or Comprehensive School Improvement budget to the school's district budget.

EXCEPTION PROCESS

Journal Entries are the exception rather than the rule. All charges must be pre-approved. Journal Entries can only be completed for amounts up to the per-diem amount per meal.

Send Lee Ann Marsh the following documentation:

- Copies of receipts.
- Copy of the Transaction posted in MUNIS. Please make sure the GL account number and amount of the charge is visible on the copy.

You will be notified when the Journal Entry is sent to Business Services so you can monitor the general ledger account for the credit.

5. Surveys

During the spring semester, buildings must distribute Parent Surveys. This is a mandatory Title I requirement. Resulting data must be submitted to DESE each spring to maintain compliance.

6. Parent & Family Engagement

PFE Liaison Guidelines

Each school building must designate a Parent and Family Engagement (PFE) Liaison. The liaison coordinates family-engagement activities throughout the school year, submits requests for event-related supplies, and ensures required documentation is completed and uploaded after each event.

Required documentation includes sign-in sheets, agendas, flyers, evaluations, and meeting minutes.

FOOD AT PFE EVENTS

Meals are not allowable. Only light snacks and refreshments may be served. A sign-in sheet is required for all PFE events.

For training and additional information, contact Alison Doran Harris at ext. 75723.

Allowable PFE Activities

Allowable activities described in the source guidance include:

- Providing materials and training that help parents support their child's academic achievement, including literacy training and technology strategies.
- Offering literacy programs that encourage family reading engagement and use of public libraries.
- Sharing information about key components of reading instruction so parents can reinforce classroom strategies at home.
- Training parents to use digital tools to access assignments and grades, communicate with teachers, and navigate available school-improvement resources and opportunities.

PFE Evidence & Due Dates - 2026-2027

Item	Evidence / Action	Due Date
Parent Engagement Event Plan	Submit the Parent Engagement Event Plan.	May 1, 2026
Annual Meeting	Use Federal Programs templates. Collect parent input for the Site Parent Involvement Policy, Title I LEA Plan, Parent Compacts, Schoolwide Title I Plan, and Parent Involvement Plan. Upload agenda, sign-in sheets, minutes, flyers, correspondence, signed compacts collected at the Annual Meeting, parent input sheet, and evaluation to the school Google folder.	October 9, 2026
Parent/School Compact - ALL students	Upload signed compact forms; continue uploading additional forms received after parent/teacher conferences.	November 7, 2026
Extra Duty Pay Request	Email the request form to Alison Doran Harris.	At least 2 weeks BEFORE each meeting
Time Sheets & Time/Effort Logs	Email documents to Alison Doran Harris.	No later than 1 week AFTER each meeting
Meeting Documentation	Upload meeting agenda, minutes, parent flyer, sign-in sheet, and evaluations to the school Google folder.	No later than 1 week AFTER each meeting

7. Extra Duty Pay & Tutoring

Certified Staff - Extra Duty Pay

Extra Duty Pay is available to certified staff (teachers, counselors, and librarians) who perform approved work outside contracted hours.

- Parent & Family Engagement events
- After-hours conferences or planning meetings
- Tutoring sessions, if identified as a need in the Schoolwide Plan
- Professional learning activities
- Curriculum, instruction, and assessment planning

Pay Rates

Activity	Rate
Tutoring & Parent Involvement Events	\$25/hour
Professional Learning	\$25/hour
Curriculum, Instruction & Assessment Planning	\$30/hour

For budgeting purposes, add 15% to each Extra Duty Pay request for associated benefit costs.

ADVANCE APPROVAL REQUIRED

Submit a Request for Extra Duty Pay at least two weeks before the scheduled activity. No work may begin until formal approval is granted.

Classified Staff - Exception Pay

Exception Pay for classified staff - including secretaries, nurses, paraprofessionals, bus drivers, library clerks, and other support staff - is considered case by case because of additional payroll and processing requirements. Contact Lee Ann Marsh or Alison Doran Harris before planning to use classified staff at an event.

DO NOT PROMISE PAYMENT

Classified staff should not be promised payment until written approval has been received from the Title I Office.

Tutoring Guidelines

- Teachers may tutor only in subject areas in which they are currently certified.
- Teachers tutoring in reading must hold a K-12 Special Reading Certificate.
- Submit the Request for Extra Duty Pay at least two weeks before tutoring begins. Complete the form electronically so calculations function properly.
- After approval, a Title I Extra Pay Agreement will be initiated in TalentEd. Tutoring or other extra-duty work may not begin until official approval is received.

Time & Effort / PAR Documentation

The Employee Time Sheet (PAR) must be complete when submitted, including the caseload and principal's signature. If a paraprofessional or other classified employee works the activity, that employee must also submit the regular time sheet for the week.

8. Substitutes

When requesting Federal Funds to cover a substitute for intra-district training, assessments, testing, or planning, submit the Request for Substitute Form to the Federal Programs Office.

SUBMIT IN ADVANCE

Submit the completed form at least one week before the planned absence. Do not request a substitute until formal approval has been granted and instructions have been provided by the Federal Programs Office.

Once approved, you will receive guidance on how to proceed with the substitute request process.

For the 2026-2027 school year, the cost of a teacher substitute is \$120 per day.