

TITLE I

Title I funds, allocated to schools, are determined by district procedures. Expenditure of funds is determined by the School Improvement Plan. All expenditures of funds must be approved by the Director of Federal Programs.

EXCEPTIONAL STUDENT EDUCATION

Exceptional Student Education staffing allocations are included in the school based projections and are added to the basic instructional allocation calculated as shown in formula. The ESE Department will determine 7000 level course recommendations based upon student membership projections and WFTE. The instructional division will work with individual principals to determine the necessary number of inclusion staffing units. The school based administrator is responsible for ensuring compliance with federal and state regulations, as well as meeting the individual needs of students.

PRE-K PROGRAMS

All Pre-K students (including ESE, Early Intervention and Head Start) will be used as membership numbers to staff the following positions:

1. Assistant Principal
2. Secretary
3. Clerical Data Assistants

The Pre-K enrollment is not used to staff basic teacher assistants.

LOCKLIN TECHNICAL CENTER AND SANTA ROSA ADULT SCHOOL

Staffing at Locklin Technical Center, Santa Rosa Adult School, and Santa Rosa Community School is based on an identified need and performance rather than the staffing plan. A combination of projected student membership and performance based funds is utilized.

EDUCATIONAL SUPPORT UNITS

SECRETARIES

1. Elementary

Elementary school secretaries are earned on the following student membership:

Student membership

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| 1-399 | = 1 internal funds bookkeeper (I, II, or III), 12 months |
| 400-999 | = 1 secretary (I, II or III), 12 months, 1 internal funds bookkeeper (I, II, or III), 12 months |
| 1000-1399 | = 2 secretaries (I or II and III), 12 months, 1 internal funds bookkeeper (I, II, or III), 12 months |
| 1400-2000 | = 3 secretaries (I or II, and III - 12 months, #3 may be a I or II - 11 months), 1 internal funds bookkeeper (I, II, or III), 12 months |