

Dear Superintendent/Federal Program Director:

In the effort to assist Local Educational Agencies (LEAs) to meet the federal law under No Child Left Behind (NCLB), the Office of Federal Programs at the Oklahoma State Department of Education (OSDE) has compiled some of the most common federal requirements. Citations of the state and federal law have been provided, with extended explanations of various rules and regulations. As the State Educational Agency (SEA), the OSDE has the authority to make local decisions to ensure alignment between state and federal law. Please use this document as a source of reference, and look for continuous updates of this document as the state and federal laws progress on a regular basis.

Sincerely,
Gloria Bayouth, Executive Director
Corina Ene, Director of Research and Policy Implementation

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### Costs

- All Federal Programs costs must be reasonable and necessary.
- Costs are considered **reasonable** to a grant project when the cost requested does not exceed the market prices for comparable goods or services.
- Costs are considered **necessary** to a grant project when they are recognized as ordinary and necessary to support the operation and/or performance of the grant.

### Food for Parent meetings

In the past, schools have used Title I A funds to pay for refreshments as a way to increase attendance at Title I A parent meetings. Although there is no direct correlation between providing food for parents and increasing the academic achievement of students, the Oklahoma State Department of Education (OSDE) extends the courtesy to Oklahoma schools for using part of the Parental Involvement portion of the Title I A funds to pay for light refreshments for educational parental involvement activities, as long as they are reasonable and necessary expenditures. The following are considered light refreshments: cheese and crackers, cookies, fruits, coffee/soft drinks, donuts/pastries.

Districts are encouraged to use their activity accounts, partnership with community businesses, donations, etc. to pay for food for Title I parent meetings.

### Furniture

- Classroom furniture and storage furniture are not allowed from TIA funds
- **Chapter I, Article V, Section 68, Items 7 and 12** of Oklahoma law states that School Districts and Boards of Education shall:

*“7. Purchase, construct or rent, and operate and maintain, classrooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, teacherages, school bus garages, laboratories, administration buildings, and other schoolhouses and school buildings, and acquire sites and equipment therefor;*

*12. Purchase necessary property, equipment, furniture, and supplies necessary to maintain and operate an adequate school system.”*

### iTune cards

iTune gift cards are not allowable expenditures from federal funds.

## Paraprofessionals

- Title I paraprofessionals will have to be linked in the HQT system to a Highly Qualified teacher.
- Paraprofessionals paid from federal funds must work under the direct supervision of a Highly Qualified Teacher (not only a Certified teacher), and direct their assistance towards the high-risk and disadvantaged students.
- Special Ed. Paraprofessionals may be paid with Title I A funds and work with special ed. students as long as these students are included in regular Title I A classes, and these paraprofessionals serve ALL Title I students. In this case, paras will have to be linked in the HQT system to a Title I A Highly Qualified Teacher, not to a Spec. Ed. Teacher.

## PLCs

- A **professional learning community (PLC)** is an extended learning opportunity to foster collaborative learning among colleagues within a particular work environment or field. It is often used in schools as a way to organize teachers into working groups.
- Title I A can pay for teacher stipends to attend PLC meetings after contractual hours.

## Transportation\_students

- If an LEA incurs student transportation costs, the following codes can be used for reimbursement from federal programs:
  - bus driver salary/benefits (2720-100/200)
  - gasoline (2740-623)
  - If the LEA uses its own bus, code 2720-442 (Equipment and Vehicle Lease Services) is not a correct code, since the LEA cannot lease the vehicle to itself.

## Tutors

- Tutors must be Highly Qualified Teachers (HQT) in the subject matter (Math, Reading, Language Arts, etc.), not only Certified teachers.
- Teacher Assistants (TAs) are paraprofessionals who only assist teachers with instruction (including tutoring) in the classroom, they are not responsible for the content of the instruction that is delivered. A Highly Qualified Teacher has the ultimate responsibility for the design, implementation, evaluation of the individual educational programs or related services and student performance.
- Elementary level teachers who hold an Elementary Certification are considered HQT in Math (K-5), Reading or LA (K-8). However, they cannot teach/tutor Math at the middle-school level without middle school certification in Math (6-8).
- NCLB, Sec.1111(b)(A) stipulates that each state should implement “yearly student academic assessments that include, at a minimum, academic assessments in mathematics, reading or language arts, and science that will be used as the primary means of determining the yearly performance of the State.” The academic assessments that Oklahoma includes in the determination of student performance are the OCCT tests in Reading, Writing, Math, Science, Social Studies, History, Geography (grades 5-8); EOI tests in Algebra I, Geometry, Algebra II, Biology, US History, English II and English III (grades 9-12); and OAAP tests.  
To enable all children to meet the State’s academic achievement standards, the Office of Federal Programs is allowing the use of federal funds for tutors at the grade level that the assessments are performed as follows:
  - Reading and Math tutors at the Elementary, Middle and High School level
  - Science and Social Studies tutors at the Middle and High School level
  - English tutors at the High School level