

Re: A description of each allotment (from state funds only) transfer that increased or decreased the initial allotment amount by more than five percent (5%) and the educational priorities that necessitated the transfer.

Date: 10.6.14

Transfer #1

A transfer from allotment/program report code 027 (teacher assistants) to allotment/program report code 008 (teachers k-12) was made for the following educational priorities; to lower class size and to maintain teacher assistants during instructional days in k-2 classrooms. Per the allotment manual (instructions on how to transfer money between allotments) -*ABC transfers are allowed from Teacher Assistants for teachers in grades K-12 only. Positions must be vacant to transfer. The maximum transfer amount is the teacher assistant initial allotment.*

Transfer #2

A transfer from allotment/program report code 042 (child and family support teams - nurses) to allotment/program report code 043 (child and family support teams – social workers and other) was made for the following educational priorities; a necessity to maintain the proper staffing levels for the child and family support teams that are placed throughout the schools. Allotment 042 calls for fully certified staff whereas we can pay non-certified staff out of 043. Therefore to maintain the staffing level it is important to move the funding to the non-certified allotment while the respective employees work to gain their certification. Per the allotment manual (instructions on how to transfer money between allotments) - *If the LEA is unable to hire a certified nurse, a transfer can be requested to temporarily move the position from PRC 042 to PRC 043 to hire a non-certified nurse. A non-certified nurse may only be hired until he/she obtains national certification or another nationally certified nurse is hired.*

