

**EXPENDITURES OF AUXILIARY MONIES**  
**These Guidelines are Subject to Change as Audits Occur**

**Revised 7/09**

**PERMISSIBLE EXPENDITURES:**

**PERSONNEL:**

Remedial or Gifted Teacher, Guidance Counselor, Psychologist, Speech Pathologist, Nurse, Health Aide, Physical or Occupational Therapist, LD Tutor, Clerk, & Social worker. Note: Tech Coordinator personnel are not allowable

**MOBILE UNIT COSTS:**

Items included here are: electricity, telephone, insurance, repairs, security equipment. Note: General cleaning is the schools responsibility.

**MATERIALS:**

Parameters of Instructional Materials

Prepared learning materials, materials that are secular in nature, materials that are not divertible to religious instruction, for normal classroom use, for individual or group use by the pupils, can be loaned to the pupils.

Not to be included: materials for exclusive use by the classroom teacher, materials that are not instructional by nature, materials that are not for normal classroom use.

**ART PRINTS/ART SUPPLIES:**

Art prints for instructional use of teaching art history or styles is permitted. Examples of acceptable supplies are: scissors, crayons, markers, paint brushes, paint (A reminder when ordering these items that they are for student use and they should be bought in a "classroom" number, i.e., don't order 1 pair of large scissors, order 25 student scissors). Also allowable is equipment for the art room such as a kiln or drying racks. CONSTRUCTION PAPER and blank paper are not allowable. General classroom art supplies are not allowable – supplies must be for the art classroom.

**AUDIO VISUAL/INSTRUCTIONAL EQUIPMENT/MATERIALS:**

Smartboards, Document Cameras, DVD Players, TV's, CD players, DVDs, CD's. NO BLANK CD's or DVD's are allowable.

**AUXILIARY PERSONNEL INSTUCTIONAL MATERIALS :**

Any materials these personnel need to accomplish their duties. This can include computers and related equipment that is kept in the area in which the personnel work. Items for rewards for students such as stickers, bookmarks, or other prizes are not allowable as they are not instructional materials. **Materials are for the use of Auxiliary personnel only and not for federally funded personnel as Title I or IDEIA personnel.**

**BLACK LINE MASTERS:**

These take the place of consumable workbooks which are on the approved list for purchasing.

**CLASSROOM BOOKS/NOVELS:**

You may order multiples of a title or just single titles to add to your classroom library. Be sure to list the titles on the P.O. request as the topics/titles are an allowable issue.

**COMPUTERS/SOFTWARE/ELECTRONIC TEXTBOOK:**

You may use these funds to purchase both hardware (computers, printers, scanners, ink, etc.) and instructional software. Internet connectivity and site licensing is also permitted. An Electronic Textbook is computer software, interactive video disc, magnetic media, SD-ROM, computer courseware, local and remote computer assisted instruction, on line service, electronic medium, or other means of conveying information TO THE STUDENT or otherwise contributing to the learning process through electronic means. Administrative software is not allowable (grading/attendance etc)

**HEALTH CARE OFFICE SUPPLIES:**

Auxiliary school nurse supplies would include items such as band aides, covers for thermometers, ice packs, etc.

**The only issue here is that you need to have an Auxiliary nurse on staff.**

**MATH/SCIENCE MATERIALS:**

Manipulatives used in the classroom, science equipment or materials, supplies for the science room. In general no animals or plants unless they are specimens for study and dissecting.

### **LIBRARY:**

You may use these funds to “computerize” your library. You may purchase books for library. You may purchase individual titles, encyclopedias, dictionaries, magazine subscriptions, paperback books etc. **Religious library books must be historical and non-specific to a faith. The books must be typical of those in a public school library.**

### **MUSIC EQUIPMENT MATERIALS:**

These items include anything that would be used by the students in the music classroom. This can include, musical instruments, such as, guitars, hand bells, triangles, wood sticks, bells, sand blocks, etc. **BUT YOU CANNOT USE THE INSTRUMENTS AT MASS OR PRAYER SERVICE!!!!**

### **PE EQUIPMENT/MATERIALS:**

This includes all materials that are used **by the students** for PE instruction, i.e., balls, nets, scooters, etc. **HOWEVER**, here is the unique twist for these same materials. These same materials **CANNOT** be ordered by the class room teacher for playground use. The rationale being that classroom teachers would have the students using them at recess, and recess is a non-instructional setting. Also the equipment may not be permanently attached to anything and cannot be used for after-school activities.

### **GAMES - LEARNING:**

These need to be clearly skill oriented in the area of the identified curriculum. For example, they need to specify a skill, such as, comprehension, contextual skills, alphabetizing, number facts. (Again on the PO it should be clearly stated that the use is for instructional purposes with the students. **NOT FOR RECESS**)

### **TEXTBOOKS/WORKBOOKS/SUPPLEMENTALS:**

A related item is the *Weekly Reader* or *Scholastic* subscription.

Textbook Resource Kits: These resource kits are permitted IF: the prepared materials are secular, neutral, and non ideological in character and are of benefit to the instruction of the school children. Consumable workbooks are allowable for all grades.

### **TEACHING POSTERS: QUALIFIED YES**

As long the posters are for instructional use, they may be approved. For example, borders or just the alphabet would not be approved, but a time line poster, a poster of the how to do a math process, the Constitution, Parts of Speech etc. may be approved. Teacher decorations are not allowable and often posters are seen as merely decorations.

### **OPEN P.O.'S**

Allowable only if items chosen are reviewed/approved before final purchase is made with the P.O.

### **THIRD PARTY PERSONNEL**

Are not susceptible to District Administrative fees. (When calculating 4% District Adm fees, any 3<sup>rd</sup> party personnel salaries should be deducted first.)

### **NOT PERMITTED:**

**CHALK BOARDS**

**INDIVIDUAL DRY ERASE BOARDS OR ANY BLANK MATERIALS**

**FURNITURE**

**AED SUPPLIES (For AED's received with grant dollars)**

**TEACHER EDITION / TEACHER SOFTWARE** or software specifically for teacher use from a publisher to accompany a text, such as a test making software where the teacher can manipulate the tests.

**MATERIAL NOT FOR INSTRUCTIONAL USE**

**READING MATERIALS ONLY FOR TEACHERS (Professional Library)**

**WIRING FOR COMPUTERS WITHIN A BUILDING**

**AUX PD TECH COORDINATOR PERSONNEL**

**Blank Paper/Copy paper etc unless for specific use of Auxiliary staff. The amount of copy paper must be of a quantity reasonable for use by the # of Auxiliary staff and must not include use by federal personnel.**