

California Department of Education (<http://www.cde.ca.gov/ci/gs/hs/cpaexpenditures.asp>)
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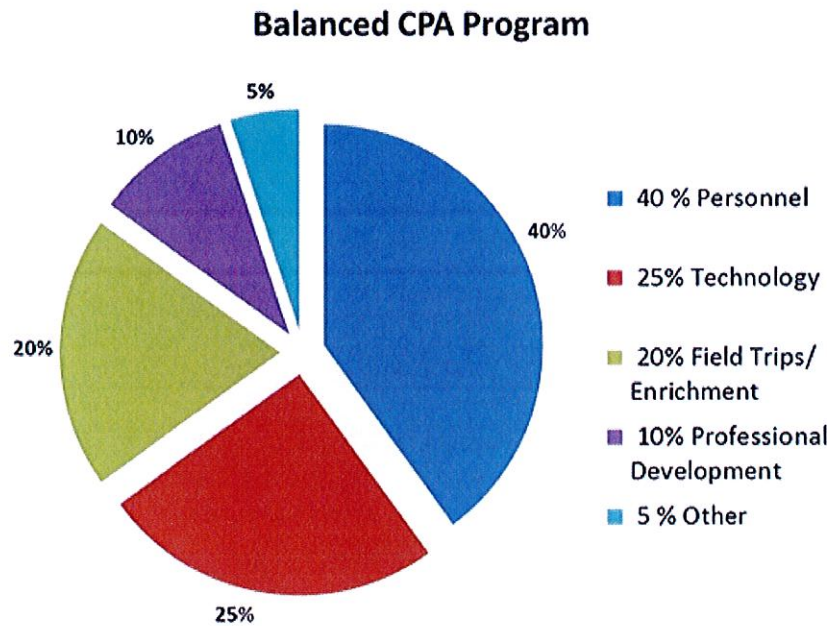
Expenditure Guidelines

California Partnership Academy (CPA) Program Expenditure Guidelines.

All grant and matching funds are supplemental and may not supplant what is normally and legally provided by the school and district. Academy grant funds MUST only be spent on Academy-only items and activities. The California Partnership Academies (CPA) funded through general funds will have a decrease in funding, based on the budget act, but are not subject to categorical flexibility.

Examples of Allowable Expenditures

- Personnel expenses: When developing the annual Proposed Budget, any expenses in line items 1000, 2000, and 3000 inclusive (Certificated, Classified, and Benefits) may not exceed 40 percent of the overall budget.
 - An extra prep period for the project coordinator to coordinate and oversee the critical academy components, i.e. common planning, mentors, internships, field trips, and business partners. If an extra prep period is not possible, after a good faith effort, a small stipend (approximately \$1,000-\$2,000) can be paid to the coordinator and the team members to manage the critical components of the academy model;
 - Small stipends for curriculum development, such as project-based and integrated curriculum development;
 - Substitute costs for academy team and/or project coordinator to attend conferences/workshops and field trips;
 - Clerical support on an "as needed" basis for specific academy requirements;
 - To support course sections that are supplemental to the contracted school year, and supplemental to the certificated contract, if those sections are for Academy-students only and have a direct impact on the implementation of the Academy program. Permission from the CA Department of Education CPA consultants must be obtained prior to pursuing this option.
- Instructional supplies and materials such as supplemental books and classroom technology required for the career theme;
- Transportation for field trips. Field trips should be designed to be instructional in nature and tied to the career focus of the Academy;
- Academy staff in-state travel and per diem expenses and student transportation costs. Out-of-state travel is not permitted;
- Equipment/items appropriate to the partnership academy career focus and is used for/by Academy students only.
- Information technology related items and equipment must be limited to no more than 25 percent of the grant award amount.
- Awards such as certificates, pins, and medallions reasonable in cost.
- Background checks for mentors on a limited basis. If this cost is ongoing for a large number of people, it could amount to a large sum of money so another funding source should be explored.



Examples of Non-allowable Expenditures

- Supplanting salaries or other district responsibilities: CPA funds must supplement, not supplant state general fund and local dollars. CPA funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without CPA dollars. You must be able to demonstrate that CPA funds are added to the amount of state and local funds that would, in the absence of CPA funds, be made available for uses specified in your plan.
- Contract-negotiated certificated teacher salaries may not be applied as a district match or paid through CPA grant funds.
- Facility Costs: Expenditures for modernization, unless they are specific to the Academy and being done just to meet the "unique" needs of the Academy, are not an appropriate expenditure of Academy funds. Academy funds should not be used for facility needs. Modernization is the responsibility of the district and should be covered by modernization funds. Academy funds are to be used for Academy purposes--mainly for instructional-related purposes. Facility modernization and construction expenditures that are specifically for Academy use may, however, be used as part of the district match.
- Vehicle Purchase: This is NOT an allowable expenditure. Grant funds are allocated to support CPA model components, i.e. school-within-a-school, internship/mentoring development/monitoring, integration, tutoring, etc. Transportation for CPA students is an excellent example of a district match.
- Gift of public funds: Any item which becomes the personal property of a student or staff, such as:
 - Tee shirts, jackets or other clothing or items that become the personal property of a student or staff unless the item or clothing is intended for Academy identification and/or culture-building purposes and remains the property of the Academy. If the item is considered part of a required uniform, and is reasonable in cost, it is allowed. Whenever possible, clothing items should remain the property of the Academy for reuse in subsequent year.
 - Membership dues/fees in associations/organizations unless the membership is for the entire Academy student body and not for specific individual students, i.e. career technical student organizations.
 - Scholarships, student stipends, testing fees or endowment funds
 - Food expense should be guided by your district policy.

- Cost of admission for students/staff to entertainment/theme parks or other similar **social** events. When using grant funds for admission costs, the field trip must be directly related to the career focus of the academy with an assignment. You must document the specific program provided by the entertainment/theme park through an agenda of activities.
- Out-of-state travel: No out of state travel allowed.

Examples of District Match

- Smaller class size
- Extra preps for Academy Coordinator(s) and teachers
- Release time for curriculum development, program planning, and team building
- Counselor assignment for supplemental Academy-only activities or smaller counselor-to-student ratio than other counselors
- Additional staff and administrative hours spent on CPA events/needs that are not provided for other programs/students
- Staff development, in-services, and workshops related to the Academy
- Transportation for field trips, to postsecondary classes, to internships, and job shadowing locations
- Program activities applied using any part of another grant (Perkins, Smaller Learning Communities, Agriculture Incentive Grant, Prop 1D, etc.)
- Administrative time specifically applied to supporting/coordinating the Academy
- Substitute costs to support program activities
- Equipment purchased for the academy
- Instructional and classified assistants for academy-only projects that are over and above normal workload.
- A Partnership Academy Regional Occupation Program (ROP) class can be counted as a district match if the funding for this class is allocated from the district and if the ROP class is Academy-pure, meaning that it is being offered to only academy students as a class for the Partnership Academy.

Examples of Business Partners Match

- Serve on an Advisory Committee
- Help develop career technical curriculum
- Provide speakers for Academy classes
- Host field trips giving a workplace perspective
- Provide mentors who serve as career-related role models and personal points of contact
- Provide job shadowing, internships, and other work experience opportunities
- Provide student scholarships
- Provide equipment and technology
- Offer externships for academy staff
- Provide additional funds for academy
- Sponsor students to go to Career Technical Student Organization (CTSO) events
- Provide facilities, food for academy activities, clothing items for identification purposes, equipment, and/or transportation.
- The Partnership Academy ROP class can be counted as a business match if the funding for this class is allocated from the county office of education and if the ROP class is Academy-pure, meaning that it is being offered to only academy students as a class for the Partnership Academy.

Note: Average value per hour for business partner's time is estimated at \$75/hour.

Examples of Motivational Activities

Motivational activities need to be connected to increasing student achievement and occupational preparation. They can not be activities and/or items that are considered a "gift of public funds" or activities funded "just for fun". Public and personal recognition and selection for special business partnership activities, etc., are ways of motivating students and not considered a "gift of public funds." The state-district-private sector partnership structure encourages use of private sector support to provide for activities at job sites and other motivational activities.

Goals and Objectives:

- Facilitate student creativity and social skills development
- Promote active involvement in education through kinesthetic, rewarding activities
- Engage students who are performing or behaving below desired levels
- Develop a family-like, accepting atmosphere
- Enhance both academic growth and career preparation

Examples:

- Job shadowing
- College visitations
- Team building activities
- Field trips for learning in context
- Involvement in CTSOs and competitive events for FBLA, DECA, FHA-HERO, HOSA, SkillsUSA, FFA. You can find information about CTSOs on the [California Department of Education Student Organizations Web page](#).
- Controlled social events
- Fund-raising events
- "Academy Awards" presentations

CPA Contact Information

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Related Content

- [California Partnership Academies \(CPA\)](#) - The CPA model is a three-year program (grades ten-twelve) structured as a school-within-a-school. Academies incorporate integrated academic and career technical education, business partnerships, mentoring, and internships.

Questions: High School Transformation Unit | 916-319-0472

Last Reviewed: Friday, March 7, 2014