

Resource Allocation Methodology/Plan (RAM/P) Review

The following checklist will be used by GaDOE Title I, Part A staff to review RAM/Ps developed by LEAs to demonstrate their method of equitably distributing their state and local instructional resources to address the Title I, Part A Supplement Not Supplant requirement. Some LEAs may have various titles for personnel different from what is listed on the table below. Some LEAs may not have all the items listed under the "Instructional Allocations" column. Items to note:

1. LEAs should only be including allocations of state/local resources – NO FEDERAL FUNDING.
2. Only school-based INSTRUCTIONAL ALLOCATIONS should be included.
 - a. NO Central Office Personnel (salaries/benefits), Travel, or Supplies.
 - b. NO Transportation
 - c. NO Maintenance and Operation (landscaping, HVAC, electricity, telephone, plumbing, painting, etc.)
 - d. NO Food Service Workers
 - e. NO Athletic/Extra-curricular Supplements
3. LEAs should not use verbiage such as "as needed," or "to be determined," or "at the discretion of the Superintendent, Division Coordinator, or Department Head."
4. Allocations/scales between grade spans may differ (i.e. instructional supplies between ES and HS).
5. Dollar amounts **are not** required for personnel allocation descriptions
6. Dollar amounts **are** required for instructional supplies.
7. The RAM/P is a "living" document. LEAs may alter as many times as needed as available resources change. (Revisions will have to be uploaded in the ConApp to the general "Attachments" tab when initiated.)

LEA _____ Reviewer _____ Date Reviewed _____

Instructional Allocations	Possible Ways to Distribute Allocation	Included in RAM/P	Comments
Principal	Usually one per school		
Assistant Principal	Scale usually based on student enrollment to address future growth or reduction of student population		
Teachers <ul style="list-style-type: none"> • By Grade Level (K-12) • By Content Area <ul style="list-style-type: none"> • CTAE, foreign lang., Art, etc. • Elementary Special Area: Art, Music, PE, Computer, etc. • PE teachers (MS & HS) • ROTC staff 	<ul style="list-style-type: none"> • Student/Teacher Ratio • Scale usually based on student enrollment • MS & HS possibly by segments offered 		
Band/Choral Director (MS & HS)	Base number + Additional (scale) based on Band/Choral enrollment		
Gifted Teachers	Usually based on segments or scale		
EIP or REP Teacher	Usually state funding size (scale)		
Special Education Teacher	<ul style="list-style-type: none"> • Usually state funding scale • Can be more restrictive than the state scale 		
English Learners	<ul style="list-style-type: none"> • Usually state funding scale • Can be more restrictive than the state scale 		
Media Specialist	Usually one per school or scale		
Media Clerk/Para	Not required, but if funded locally should be included with scale		

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Instructional Allocations	Possible Ways to Distribute Allocation	Included in RAM/P	Comments
Technology Specialists	<ul style="list-style-type: none"> • One per school or part-time - shared between schools • Scale basis • CANNOT be Centrally-based 		
Academic Coach	<ul style="list-style-type: none"> • One per school or part-time - shared between schools • Scale basis • CANNOT be Centrally-based 		
Paraprofessional	<ul style="list-style-type: none"> • Ex: one per kindergarten teacher • Scale usually based on student enrollment 		
In-School Suspension	Scale		
Instructional Supplies <ul style="list-style-type: none"> • Textbooks • Copy Paper • Toner • Technology • Classroom Supplies 	Usually per pupil/grade level amount or scale		
Professional Learning	<ul style="list-style-type: none"> • Possibly Per Teacher Allocation or scale (1 day/teacher) • \$/teacher for contracted services, conferences 		
<ul style="list-style-type: none"> • Other Monetary Allocations for District Instructional Needs Ex: IB, AP, Gifted, Band, EL, ED etc. 	Usually PPA or scale		
Field Trip Allocations	\$ by grade level, population		
Optional Allocations (Not Required for Title I)			
Custodians	<ul style="list-style-type: none"> • Ex: square footage of building • Ex: number grade levels served 		
Lunchroom Staff (non-instructional)	Student enrollment/scale		
Resource Officers	Usually one per school or scale		
Secretary	Scale usually based on student enrollment/scale		
Bookkeeper	Usually one per school or scale		
FTE Clerk or Registrar	Usually one per school or scale		

Additional Comments: