

## Categories

### 1. Contracted Services

Any contractual service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable. Materials to support the services may be an additional expense.

If a finalized contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided to determine if allowable, reasonable and necessary.

### 2. Field Trips

Educational field trips may be allowable under certain circumstances if the field trips are planned instructional activities that involve students in learning experiences that are difficult to duplicate in a classroom situation. Field trips must be reasonable in cost and must be necessary to accomplish the objectives of the grant program. Additionally, entrance fees and transportation costs must be reasonable in comparison to the intended objectives of the trip.

Teacher lesson plans, shall include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned from the trip are required. For monitoring purposes, the LEA must maintain documentation that provides evidence of student learning and is tied to the objectives of the grant program.

### 3. Recruitment, Retention and Reward Incentives

Recruitment and retention bonuses must be based on a three-year aggregate state VAM score. If state VAM is not available, another student growth model may be proposed. The student growth model must be fair and reliable. The LEA must submit the model demonstrating the classification and distribution of non-state VAM teacher scores for approval. Incentives can be part of a structured pay system or an MOU; however, the above criteria shall apply. Incentives for attendance and non-instructional personnel are not allowable.

### 4. Out of State Travel

Out of state travel may be allowable if the services requested are reasonable, necessary and cannot be provided within the state of Florida. No later than 30 days prior to the travel, a justification must be provided to the Department for preapproval by the program office. The justification must include the reasonable projected number of attendees and a cost breakdown (registration fees, hotel, per diem, car rental/airline ticket, etc.) of the travel.