

Louisiana Department of Education
East Baton Rouge Parish School System
Schoolwide - Title I - Budget Fiscal Year 2025-2026

Signature Page

School Name:	Melrose Elementary School	Date:	03/28/25
School Address:	1348 Valcour Drive	Numeric Location:	057001
City, ST, ZIP:	Baton Rouge, LA 70806	Alpha Location:	ME

Allocation

\$ 92,250.00

Object Code	Description			Initial Budget	% of Total
100	Salaries			59,023.50	63.98%
200	Benefits			17,754.94	19.25%
300	Professional & Technical Services			-	0.00%
400	Property Services			4,200.00	4.55%
500	Other Purchased Services			3,500.00	3.79%
600	Materials and Supplies			7,771.55	8.42%
700	Property			-	0.00%
	Total Budget			92,250.00	100.00%

EIC	Description			Initial Budget	% of Total
11	Instruction			3,792.75	4.11%
12	Remediation Instruction			42,131.95	45.67%
14	Pre-School Instruction				
15	Career & Technical Education				
21	Student Standards and Assessments				
22	School Accountability & Improvement				
23	Professional Development			7,657.35	8.30%
24	Instructional Technology			33,636.32	36.46%
31	Parental/Family Involvement			-	0.00%
32	School and Community Support				
41	Administration			-	0.00%
51	Support Services			5,031.62	5.45%
	Total Budget			92,250.00	100.00%

Approvals

Date


Principal

8/18/25

Executive Director/Director

Coordinator of Title I/Project Manager

Executive Director of Federal Programs

Louisiana Department of Education
East Baton Rouge Parish School System
Schoolwide - Title I - Budget Fiscal Year 2025-2026

100 Salaries - Support Documentation

School Name:	Melrose Elementary School	Date:	03/28/25
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All teachers in school receiving Title I funds must be certified.

*All paraprofessionals funded with schoolwide funds must have completed two years of higher education study or an associate degree or have passed a state or local formal assessment.

Personnel Recommendation Forms must be submitted at the beginning of the school year for all full and part-time personnel being paid out of Schoolwide funds.

Education Improvement Code 12 Remediation Instruction

Only instructional activities outside the realm of "regular programs" specifically for raising high stakes proficiency levels so that students will score within acceptable ranges on LEAP and/or GEE tests. This extra help can be provided before or after school, on weekends, in the summer, or during the regular school day, such as might be provided through targeted assistance programs, whether or not the instruction occurs in a lab setting.

Full-Time Personnel Working Part-Time and Part-Time Retired Teachers

[Capture here for return to work TRSL retired teachers]

EIC #	Type Code	No. of Personnel	Rate per Hour	No. of Hours	No. of Days	Job Title	Total Salary
12 SB	180	2.00	35.00	6.00	68.00	FT W PT Teachers	28,560.00
Sub-Total Full-Time Working Part-Time							28,560.00
Sub-Total Salaries - Category 12 Remediation Instruction							28,560.00

Extended Year --SUMMER

Full-Time Personnel Working Part-Time and Part-Time Retired Teachers

EIC #	Type Code	No. of Personnel	Rate per Hour	No. of Hours	No. of Days	Job Title	Total Salary
13 SB	252	2.00	35.00	7.00	11.00	FT W PT Teachers	5,390.00
Sub-Total Full-Time Working Part-Time							5,390.00
Total Extended Year Salaries							5,390.00
Total Salaries - Category 12 Remediation/Extended Year Instruction							33,950.00

Education Improvement Code 23 Personnel Certification and Professional Development

Activities associated with high quality professional development and training of school system personnel. These include such activities as in-service training (including mentor teachers), workshops, conferences, demonstrations, and course for college credit (tuition reimbursement), and other activities related to the ongoing professional growth and development of school system instructional personnel. The incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) should be captured here.

Full-Time Personnel Working Part-Time (for teachers who are delivering Professional Development)

EIC #	Type Code	No. of Personnel	Rate per Hour	No. of Hours	No. of Days	Job Title	Total Salary
23 SB	252	2.00	25.00	7.00	9.57	SUMMER: PT Teachers /PT Instructional Specialist/ Other Professional Activities - [Planning activities]	3,350.00
Sub-Total FT w PT - Category 23 Personnel Certification & Professional Development							3,350.00
Total Salaries - Category 23 Personnel Certification & Professional Development							3,350.00

Education Improvement Code 24 Instructional Technology

Activities and services for the purpose of supporting increased student achievement and literacy through the use of technology. These activities include expenditures for internal technology support as well as support provided by external vendors using operating funds. Specifically, costs associated with the operation and support of computer learning labs, media center computer labs, instructional technology centers, instructional networks, and similar operations should be captured here.

Full-Time Personnel

EIC #	No. of Personnel	Salary	Hire Date	Name	Job Title	Total Salary
24 SB	1.00	21,059.00	8/5/25	Brandilynn Lewis	Computer Paraprofessional	21,059.00
	1.00	Total Full-Time Category 24 Instructional Technology				21,059.00

Education Improvement Code 51 Support Services

Activities concerned with the fiscal, human resource, administrative technology and planning operations of the school district. Activities concerned with keeping the physical plant open, comfortable, and safe for use and with keeping the grounds, buildings, and equipment in effective working condition and state of repair.

Full-Time Personnel Working Part-Time

EIC #	Type Code	No. of Personnel	Rate per Hour	No. of Hours	No. of Days	Job Title	Total Salary
51 SB	191	1.00	13.29	2.00	25.00	Bus Operator	664.50
Sub-Total Part-Time Category 51 Support Services							664.50
Total Salaries - Category 51 Support Services							664.50
Total 100 Salaries							59,023.50

Louisiana Department of Education
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400 - Purchased Property Services - Support Documentation

School Name:	Melrose Elementary School	Date:	03/28/25
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Approved and Signed EBR Contracts must be on file prior to rendering of services, invoicing, and payment.

Please use the following chart to allocate appropriately:

Number of Students			Maintenance	Rental
1	-	400	\$ 700.00	\$ 3,500.00
401	-	800	\$ 1,400.00	\$ 7,000.00
801	-	1500	\$ 2,000.00	\$ 12,000.00

Education Improvement Code 51 Support Services

Activities concerned with the fiscal, human resource, administrative technology and planning operations of the school district. Activities concerned with keeping the physical plant open, comfortable, and safe for use and with keeping the grounds, buildings, and equipment in effective working condition and state of repair.

Include repair **maintenance** contract/agreement, **service** contract
(copiers and other equipment used specifically for **instruction**)

EIC #	Object Code	Name of Provider	Description of Services	Amount
51 SB	430	Applied Business Concepts	Duplo Maintenance	700.00
Sub-Total 430 Contracts - EIC 51 - Support Services				700.00

Include **rental** of equipment, **rental** of copier, etc. (specifically used for **instruction**)

EIC #	Object Code	Name of Provider	Description of Services	Amount
51 SB	442	Sharp	Copier Rental (1 Machine) 230 SC	3,500.00
Sub-Total 442 Contracts - EIC 51 - Support Services				3,500.00

Total 400 Purchased Property Services 4,200.00

Louisiana Department of Education
 East Baton Rouge Parish School System
Schoolwide - Title I - Budget Fiscal Year 2025-2026

500 Other Purchased Services - Support Documentation

School Name:	Melrose Elementary School	Date:	03/28/25
School Address:	1348 Valcour Drive	Numeric Location:	057001
City, ST, ZIP:	Baton Rouge, LA 70806	Alpha Location:	ME

Other Purchased Services

Travel (for Professional Development)

Professional Development (leave forms) should be submitted for approval no later than thirty (30) days prior to event. Settlement forms should be submitted no later than thirty (30) days upon completion of event.

Education Improvement Code 23 Personnel Certification and Professional Development

Activities associated with high quality professional development and training of school system personnel. These include such activities as in-service training (including mentor teachers), workshops, conferences, demonstrations, and course for college credit (tuition reimbursement), and other activities related to the ongoing professional growth and development of school system instructional personnel. The incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) should be captured here.

582 - Travel - Administrators [Must be filled-in] \$3,500.00 maximum.

EIC #	Number of Employees	Employee Position	Conference Name (Required by LDE)	Conference Location (Required by LDE)	Cost per Person	Cost
23 SB	1	Principal	NIET Conference	Washington D.C.	3,500.00	3,500.00
Sub-Total 582 Administrator Travel - EIC 23 - Professional Development						3,500.00
Sub-Total 500 Other Purchased Services - Travel						3,500.00
Total 500 Other Purchased Services						3,500.00

Louisiana Department of Education
 East Baton Rouge Parish School System
Schoolwide - Title I - Budget Fiscal Year 2025-2026

600 Supplies - Support Documentation

School Name:	Melrose Elementary School	Date:	03/28/25
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**SUPPLIES MUST BE DIRECTLY ALIGNED TO SCHOOLWIDE PLAN
 MUST PROVIDE EXAMPLES**

Education Improvement Code 11 Instruction					
Activities dealing directly with the interaction between teachers and students that are rigorous, intentional, and aligned with academic expectations, core content, and program of studies that also include a free appropriate public education for students (ages 3 through 21) with disabilities in their least restrictive environment.					
EIC #	Object Code	Description	Amount		
11 SB	610	Social Studies Grade 2 Collection, STEAM Grades Pre-k-2nd, National Geographic Kids Collection Grades K-3, Ready To Go 100 Book Classroom Library, STEAM Grade 3; Carpets, Art Rolls, Sticky Post Its, Highlighters, Poster Maker Paper, Laminating Film, Composition Notebooks, Carpets	3,792.75		
Sub-Total EIC 11 - Instruction			3,792.75		
Education Improvement Code 24 Instructional Technology					
Activities and services for the purpose of supporting increased student achievement and literacy through the use of technology. These activities include expenditures for internal technology support as well as support provided by external vendors using operating funds. Specifically, costs associated with the operation and support of computer learning labs, media center computer labs, instructional technology centers, instructional networks, and similar operations should be captured here (<i>software, computers under \$5,000, printers, computer supplies, etc.</i>). (IF UNIT PRICE IS \$5,000 GO TO 700 PROPERTY.)					
EIC #	Object Code	Description	Amount		
TECHNOLOGY: List items such as computers (other than Chrome books), monitors, printers, keyboards, mouse(s), CDs, flash drives, ActivBoard systems and associated parts, ink cartridges for printers, toner cartridges for printers, LCD projectors, lamps for LCD projectors, etc.					
EIC #	Object Code	Quantity	Description	Unit Price	Total
24 SB	615	20	Ink Toner/Cartridges	198.94	3,978.80
24 SB	615			Sub-Total	3,978.80
Sub-Total EIC 24 - Instructional Technology					3,978.80
Total 600 Materials and Supplies					7,771.55

Louisiana Department of Education
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Accounting Detail - Page 1

School Name:	Melrose Elementary School	Date:	03/28/25
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City, ST, ZIP:	Baton Rouge, LA 70806	Alpha Location:	ME
	Account Number	# of Emp.	Initial Budget
			Cost Center

Education Improvement Code 11 Instruction

600 Supplies

610	Materials & Supplies	XXXXX.	151006.	561000.	057001		3,792.75		
Total Supplies - 11 Instruction							3,792.75		
Total 11 Instruction							3,792.75		

Education Improvement Code 12 Remediation Instruction

100 Salaries

Full-Time working Part-Time Personnel

111	FT w PT Teachers	XXXXX.	151006.	511206.	057001		28,560.00	W99	ME
Sub-Total FT w PT Personnel - 12 Remediation Instruction							28,560.00		
Total Salaries - 12 Remediation Instruction							-	28,560.00	

200 Benefits

Full-Time working Part-Time Personnel

225	Medicare	XXXXX.	151006.	522500.	05700	0.0145	414.12		
231	Teachers' Retirement	XXXXX.	151006.	523100.	05700	0.2095	5,983.32		
239	Other Retirement	XXXXX.	151006.	523915.	05700	0.0130			
250	Unemployment Compensation	XXXXX.	151006.	525000.	05700	0.0020	57.12		
260	Workman's Compensation	XXXXX.	151006.	526000.	05700	0.0150	428.40		6,882.96
Sub-Total FT w PT Personnel - 12 Remediation Instruction							6,882.96		
Total Benefits - 12 Remediation Instruction							6,882.96		
Sub-Total 12 Remediation Instruction							35,442.96		

100 Salaries - Extended Year

Full-Time working Part-Time Personnel

112	FT w PT Teachers	XXXXX.	151006.	511219.	057001		5,390.00	W99	ME
Sub-Total FT w PT Personnel - 12 Extended Instruction							5,390.00		
Total Salaries- Extended Year - 12 Extended Instruction							5,390.00		

200 Benefits

Full-Time working Part-Time Personnel

225	Medicare	XXXXX.	151006.	522500.	05700	0.0145	78.16		
231	Teachers' Retirement	XXXXX.	151006.	523100.	05700	0.2095	1,129.21		
239	Other Retirement	XXXXX.	151006.	523915.	05700	0.0130			
250	Unemployment Compensation	XXXXX.	151006.	525000.	05700	0.0020	10.78		
260	Workman's Compensation	XXXXX.	151006.	526000.	05700	0.0150	80.85		1,298.99
Sub-Total FT w PT Personnel - 12 Extended Instruction							1,298.99		
Total Benefits - Extended Year - 12 Extended Instruction							1,298.99		

600 Supplies - Extended Year

Total - Extended Year - 12 Extended Instruction							6,688.99		
Total - 12 Extended Instruction							42,131.95		

Education Improvement Code 23 Professional Development

100 Salaries

Full-Time working Part-Time Personnel

119	Teacher/PT Instructional Specialist Other Professional Activities - SUMMER [[Planning activities]]	XXXXX.	151006	511919	057001		3,350.00		ME
Sub-Total FT w PT Personnel - 23 Professional Development							3,350.00		
Total Salaries - 23 Professional Development							3,350.00		

200 Benefits

Full-Time working Part-Time Personnel

225	Medicare	XXXXX.	151006	522500.	05700	0.0145	48.58		
231	Teachers' Retirement	XXXXX.	151006	523100.	05700	0.2095	701.83		

			Account Number			# of Emp.	Initial Budget	Cost Center	
	239	Other Retirement	XXXXX.	151006	523915.	05700	0.0130		
	250	Unemployment Compensation	XXXXX.	151006	.525000	05700	0.0020	6.70	
	260	Workman's Compensation	XXXXX.	151006	526000.	05700	0.0150	50.25	807.35
Sub-Total FT w PT Personnel - 23 Professional Development								807.35	
Total Benefits - 23 Professional Development								807.35	
500 Other Purchased Services									
	582	Travel - Administrators	XXXXX.	240006.	558245.	057001		3,500.00	
Total Other Purchased Services - 23 Professional Development								3,500.00	
600 Supplies									
Total - 23 Professional Development								7,657.35	
Education Improvement Code 24 Instructional Technology									
100 Salaries									
Full-Time Personnel									
	119	Full-Time Computer Aide	XXXXX.	225906	511501	05700	1.00	21,059.00	S99 ME
Total Salaries - 24 Instructional Technology							1.00	21,059.00	
200 Benefits									
Full-Time Personnel									
	210	Group Insurance	XXXXX.	225906	521000.	05700	7,000.00	3,523.30	
	225	Medicare	XXXXX.	225906	522500.	05700	0.0145	305.36	
	231	Teachers' Retirement	XXXXX.	225906	523100.	05700	0.2095	4,411.86	
	239	Other Retirement	XXXXX.	225906	523915.	05700	0.0130		
	233	School Employees	XXXXX.	225906	523300.	05700	0.1780		
	250	Unemployment Compensation	XXXXX.	225906	.525000	05700	0.0020	42.12	
	260	Workman's Compensation	XXXXX.	225906	526000.	05700	0.0150	315.89	8,598.52
Total Benefits - 24 Instructional Technology								8,598.52	
600 Supplies									
	615	Materials & Supplies	XXXXX.	151006.	561500.	057001		3,978.80	
Total Supplies - 24 Instructional Technology								3,978.80	
Total - 24 Instructional Technology								33,636.32	
Education Improvement Code 31 Parent and Family Engagement									
Education Improvement Code 51 Support Services									
100 Salaries									
Full-Time working Part-Time Personnel									
	116	FT w PT Bus Operator	XXXXX.	272106	511606	057001		664.50	K99 ME
Sub-Total PT Personnel - 51 Support Services								664.50	
Total Salaries - 51 Support Services								664.50	
200 Benefits									
Full-Time working Part-Time Personnel									
	225	Medicare	XXXXX.	272106	522500.	05700	0.0145	9.64	
	231	Teachers' Retirement	XXXXX.	272106	523100.	05700	0.2095		
	250	Unemployment Compensation	XXXXX.	272106	523915.	05700	0.0020	1.33	
	233	School Employees	XXXXX.	272106	523300.	05700	0.2200	146.19	
	260	Workman's Compensation	XXXXX.	272106	526000.	05700	0.0150	9.97	167.12
Sub-Total PT Personnel - 51 Support Services								167.12	
Total Benefits - 51 Support Services								167.12	
400 Purchased Property Services									
	430	Repairs & Maintenance	XXXXX.	151006.	543000.	057001		700.00	
	442	Rental of Equipment	XXXXX.	260006	544200.	057001		3,500.00	
Total Purchased Property Services - 51 Support Services								4,200.00	
Total - 51 Support Services								5,031.62	
Total Budget								92,250.00	

Louisiana Department of Education
East Baton Rouge Parish School System
Schoolwide - Title I - Budget Fiscal Year 2025-2026

Summaries Page

School Name:	Melrose Elementary School	Date:	03/28/25
School Address:	1348 Valcour Drive	Numeric Location:	057001
City, ST, ZIP:	Baton Rouge, LA 70806	Alpha Location:	ME

By Object Code

100 Salaries			
11 Instruction	-		
12 Remediation/ Extended Instruction	33,950.00		
23 Personnel Certification & PD	3,350.00		
24 Instructional Technology	21,059.00		
31 Parental/Family Involvement	-		
41 Administration	-		
51 Support Services	664.50	59,023.50	
200 Benefits			
11 Instruction	-		
12 Remediation/ Extended Instruction	8,181.95		
23 Personnel Certification & PD	807.35		
24 Instructional Technology	8,598.52		
31 Parental/Family Involvement	-		
51 Support Services	167.12	17,754.94	
300 Purchased Professional/Technical Services			
11 Instruction	-		
23 Personnel Certification & PD	-		
31 Parental/Family Involvement	-	-	
400 Purchased Property Services			
51 Support Services	4,200.00	4,200.00	
500 Other Purchased Services			
11 Instruction	-		
23 Personnel Certification & PD	3,500.00		
24 Instructional Technology	-		
31 Parental/Family Involvement	-		
51 Support Services	-	3,500.00	
600 Supplies			
11 Instruction	3,792.75		
12 Remediation/ Extended Instruction	-		
23 Personnel Certification & PD	-		
24 Instructional Technology	3,978.80	7,771.55	
700 Property			
11 Instruction			
24 Instructional Technology	-	-	
		Total Budget	92,250.00

By Education Improvement Code

11 Instruction		
100 Salaries	-	
200 Benefits	-	
300 Purchased Professional/Technical Services	-	
500 Other Purchased Services	-	
600 Supplies	3,792.75	
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12 Remediation/Extended Year Instruction		
100 Salaries	33,950.00	
200 Benefits	8,181.95	
600 Supplies	-	
700 Property		42,131.95
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23 Professional Development		
100 Salaries	3,350.00	
200 Benefits	807.35	
300 Purchased Professional/Technical Services	-	
500 Other Purchased Services	3,500.00	
600 Supplies	-	
700 Property		7,657.35
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24 Instructional Technology		
100 Salaries	21,059.00	
200 Benefits	8,598.52	
500 Other Purchased Services	-	
600 Supplies	3,978.80	
700 Property	-	33,636.32
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31 Parent/Family Involvement		
100 Salaries	-	
200 Benefits	-	
300 Purchased Professional/Technical Services	-	
500 Other Purchased Services	-	
700 Property		-
<hr/>		
51 Support Services		
100 Salaries	664.50	
200 Benefits	167.12	
400 Purchased Property Services	4,200.00	
500 Other Purchased Services	-	
700 Property		5,031.62
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Total Budget		88,457.25
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**Louisiana Department of Education
East Baton Rouge Parish School System
Parent and Family Engagement- Title I - Budget Fiscal Year 2025-2026**

Signature Page

School Name:	Melrose Elementary School	Date:	03/28/25
School Address:	1348 Valcour Drive	Numeric Location:	057001
City, ST, ZIP:	Baton Rouge, LA 70806	Alpha Location:	ME

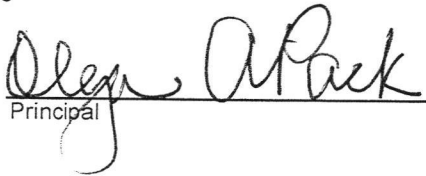
Allocation

\$ 2,255.00

Object Code	Description			Initial Budget	% of Total
100	Salaries			-	0.00%
200	Benefits			-	0.00%
300	Professional & Technical Services			-	0.00%
500	Other Purchased Services			219.00	9.71%
600	Materials and Supplies			2,036.00	90.29%
700	Property			-	0.00%
	Total Budget			2,255.00	100.00%

EIC	Description			Initial Budget	% of Total
31	Parent and Family Engagement			2,255.00	100.00%
	Total Budget			2,255.00	100.00%

Approvals


Principal

Date

8/18/25

Executive Director

Coordinator of Title I/Project Manager

Executive Director of Federal Programs

Louisiana Department of Education
East Baton Rouge Parish School System
Parent and Family Engagement- Title I - Budget Fiscal Year 2025-2026

500 Other Purchased Services - Support Documentation

School Name:	Melrose Elementary School	Date:	03/28/25
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Travel (for Professional Development)

Professional Development (leave forms) should be submitted for approval no later than thirty (30) days prior to event. Settlement forms should be submitted no later than thirty (30) days upon completion of event.

Education Improvement Code 31 Parent and Family Engagement

Activities providing opportunities for parents/guardians to learn about the intellectual and development needs of their children at all ages and to participate constructively in their children's education.

Other Purchased Services

EIC #	Object Code	Description	Cost
31 SL	530	Postage - Include Service Fee if Purchasing from Office Depot	219.00
Sub-Total - EIC 31 Parent and Family Engagement			219.00
Total 500 Other Purchased Services			219.00

**Louisiana Department of Education
East Baton Rouge Parish School System**

Parent and Family Engagement- Title I - Budget Fiscal Year 2025-2026

600 Supplies - Support Documentation

School Name:	Melrose Elementary School	Date:	03/28/25
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**SUPPLIES MUST BE DIRECTLY ALIGNED TO SCHOOLWIDE PLAN
MUST PROVIDE EXAMPLES**

Education Improvement Code 31 Parent and Family Engagement Activities providing opportunities for parents/guardians to learn about the intellectual and development needs of their children at all ages and to participate constructively in their children's education.			
EIC #	Object Code	Description	Amount
31 SL	610	Paper, Post It Charts, Pocket Folders, Binders	1,136.00
TECHNOLOGY SUPPLIES: (Computers, Printers, Ink Cartridges, etc.)			Amount
31 SL	615	Ink Toner/Cartidges (18 @ \$50.00)	900.00
Sub-Total EIC 31 -Parent and Family Engagement			2,036.00
Total 600 Materials and Supplies			2,036.00

Parent and Family Engagement- Title I - Budget Fiscal Year 2025-2026

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City, ST, ZIP:	Baton Rouge, LA 70806	Alpha Location:	ME
		<i>Initial Budget</i>	<i>Cost Center</i>
		<i>Account Number</i>	

500 Other Purchased Services

600 Supplies

700 Property

Printed 8/13/2025

Louisiana Department of Education
East Baton Rouge Parish School System

Parent and Family Engagement- Title I - Budget Fiscal Year 2025-2026

Summaries Page

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By Object Code

100 Salaries

31 Parent and Family Engagement	-	-
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200 Benefits

31 Parent and Family Engagement	-	-
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500 Other Purchased Services

31 Parent and Family Engagement	219.00	219.00
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600 Supplies

31 Parent and Family Engagement	2,036.00	2,036.00
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700 Property

31 Parental/Family Involvement	-	-
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	Total Budget	2,255.00
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By Education Improvement Code

31 Parent and Family Engagement

100 Salaries	-	
200 Benefits	-	
300 Purchased Professional/Technical Services	-	
500 Other Purchased Services	219.00	
600 Supplies	2,036.00	
700 Property	-	2,255.00

	Total Budget	2,255.00
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