

Title I Training

DECEMBER 4, 2015

Title I Secretary and Bookkeeper training Agenda

- ▶ Welcome
- ▶ Who should I contact
- ▶ Title I Budgets
- ▶ Purchasing
- ▶ Stipends
- ▶ Substitutes
- ▶ Travel
- ▶ Questions
- ▶ Customer Service Discussion – Kerry Padrick

Who should I contact if.....

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- ▶ I need to review my Title I budgets
 - ▶ Rod Natta
 - ▶ 772-429-3630 – Desk
 - ▶ 772-216-0517 – Cell (best number)
 - ▶ Roderick.natta@stlucieschools.org
- ▶ I have a question about a charge on my Title I budget
 - ▶ Camilla Messina
 - ▶ 772-429-3983
 - ▶ Camilla.messina@stlucieschools.org
 - ▶ There are 2 Camilla Messina's in the e-mail system. Camilla C Messina is a student☺

Who should I contact if.....

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- ▶ I need a new cost strip
 - ▶ Rod Natta
- ▶ I have a question about what cost strip to use
 - ▶ Rod Natta or
 - ▶ Camilla Messina or
 - ▶ Your purchasing specialist or
 - ▶ A fellow secretary/ bookkeeper
- ▶ I think my budget is wrong
 - ▶ Rod Natta

Who should I contact if.....

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- ▶ I have a question about what can I buy
 - ▶ Rod Natta
- ▶ I have a question about paying for a conference
 - ▶ Rod Natta
- ▶ My Principal really wants to...
 - ▶ Rod Natta
- ▶ I have a question about the Title I box
 - ▶ Yvonne Johnson
 - ▶ 772-429-4639
 - ▶ Yvonne.johnson@stlucieschools.org
- ▶ I have a question about Parent Involvement
 - ▶ Yvonne Johnson

Spending Guide

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Item	Title I fundable	Notes
Salaries		
Literacy Coach	Yes	Limited to schools that had a Literacy coach in FY 2012-2013
Math Coach	Yes	Available to all schools
Instructional Coach	Yes	Available to all schools
Behavior Tech	Yes	Must be in SIP. Must be supplemental. Not a Dean
Resource Teacher - Reading, Math, Science, Interventionist, AVID	Yes	Must teach a core subject - requires Title I approval
Guidance Counselor	Yes	Must be supplemental
Dean / Conduct Counselor	No	
Parent involvement teacher/para	No	

Spending Guide

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Item	Title I fundable	Notes
Professional Development		
Stipends for PD - Training, Collaborative planning	Yes	Only for core subject teachers. Long term subs cannot be paid to attend PD.
Substitute teachers PD - Core subjects and ESE	Yes	Only if the teacher is attending a core subject area training or conference.
Substitute teachers - Arts, Music and PE	No	
Registrations - Conference, Workshop. Core subjects, and ESE	Yes	Conference attendance needs to be in the SIP.
Conference extras - PD	Yes	Additional workshop
Conference extras - Networking/sight seeing	No	
Hotel rooms	Yes	
Rental car/ Mileage	Yes	Consider renting a car or a minivan.
Airfare	Grant approval required	Determined on a trip by trip basis. Distance and number of attendees will be considered
Tips	No	
Stipends for staff meetings	No	
Stipends for department meetings	No	

Spending Guide

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Item	Title I fundable	Notes
Tutoring		
Stipends to tutoring	Yes	SLPS employed certified teachers
Supplies for after school tutoring	Yes	Must be reasonable and allocable
Stipends for substitute teachers to work as tutors	No	
Stipends for part time teachers to work as tutors	No	
Stipends for administrators to work as tutors	No	
Stipends for an after school tutoring lead teacher.	Yes	
Planning time for tutorials	Grant approval required	

Spending guide

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Item	Title I fundable	Notes
Curriculum, supplies and technology		
Supplemental curriculum - core	Yes	With curriculum committee approval - First quarter purchase
Online subscriptions	Yes	With curriculum committee approval - First quarter purchase only
Classroom supplies - To address core	Yes	First and Second quarter purchase. No foreign language dictionaries
Classroom libraries	Yes	First and Second quarter purchase
Supplemental curriculum - Arts, Music and PE	No	
Adaptive technology	No	
Copy paper - classroom, copy room	No	
Copy paper - parental involvement	Yes	2 case max
Project supplies - Core classroom projects	Yes	Core subjects - First and Second quarter purchase
Print Cartridges	No	
Stipends for open house	No	
Technology - Projectors, Document cameras, computers	Yes	
Awards/Rewards	No	

Spending guide

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Item	Title I fundable	Notes
Parent Involvement		
Supplies for Parent Involvement room	Yes	
Stipends for teachers to attend parent involvement events	Yes	
Stipends for annual Title I parent meeting	Yes	
Food for Parent Involvement events	Yes	

Title I budgets

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- ▶ Schools have two (2) Title I budgets every year
 - ▶ Main Title I budget – 46416
 - ▶ Title I Parent Involvement budget – 4646P
- ▶ Previous years Title I budgets do not roll forward
 - ▶ Funds in 46415 are not available for use
- ▶ Please monitor your Title I budgets
 - ▶ Filters
 - ▶ Budgetary data mining

Fun functions

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- ▶ Common functions used in Title I budgets
 - ▶ 5100 – Used for any activity or purchase where the expense will directly affect students
 - ▶ Books
 - ▶ Software
 - ▶ Classroom teachers
 - ▶ Headphones
 - ▶ 6401 to 6409 – Training and Professional development
 - ▶ 6150 – Parent Involvement
- ▶ Common object codes – Object code link on the Finance page
 - ▶ <http://www.stlucie.k12.fl.us/finance/wp-content/uploads/sites/22/2015/10/OBJECT-CODE-CHEAT-SHEETS-1.pdf>

Training functions

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6401	Professional Development / Collaborative planning – English Language Arts, Social Studies
6402	Professional Development / Collaborative planning – Science and Math
6403	Professional Development / Collaborative planning – Methods
6404	Professional Development / Collaborative planning – Technology
6405	Professional Development / Collaborative planning – Assessment and Analysis
6406	Professional Development / Collaborative planning – Classroom management
6407	Professional Development / Collaborative planning – Safety
6408	Professional Development / Collaborative planning – Family Involvement
6409	Professional Development / Collaborative planning – Leadership

Functions and Objects

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- ▶ Yes it's a foreign language
- ▶ Resources
 - ▶ The Finance Division Bookkeeper-Secretary Resource page
 - ▶ <http://www.stlucie.k12.fl.us/finance/bookkeeper-secretary-resources/>
 - ▶ Title I/Migrant site
 - ▶ https://stluciepublicschools-my.sharepoint.com/personal/kdu0609_stlucieschools_org/OTL/TitleIMigrant/_layouts/15/start.aspx#/SitePages/Home.aspx
 - ▶ Red Book 2014
 - ▶ <http://www.fl DOE.org/finance/fl-edu-finance-program-fefp/financial-program-cost-accounting-repo.shtml>

Activity #1

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▶ What type of item am I trying to buy here?

▶ 4200E5100 6440 0545 46416 00000 00000

▶ What subject area/s am I targeting here?

▶ 4200E6402 3110 0545 46416 00000 00000

Cost strips

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- ▶ School Title I budgets have to be created in consultation with the Title I Schools
- ▶ Not all cost strips that were available last year will be available this year
 - ▶ Rules governing allowability change
 - ▶ Tweaks in rules governing what object is used for a purchase
 - ▶ “It is what we have always done” never works with the auditors☺
- ▶ For these reasons some cost strips have to be requested

Cost strips

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- ▶ Send cost strip requests to Rod Natta
- ▶ When requesting a cost strip please provide the following information
 - ▶ The cost strip needed
 - ▶ The reason that the cost strip is needed. This helps determine if the intended purchase is allowable
- ▶ Please allow 2 days for the cost strip to be created

Activity #2

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- ▶ What is your available balance in your parent Involvement budget?
- ▶ What function should you use to buy headphones for the read180 lab?
- ▶ Can Title I funds be used to purchase items for the PBIS shop?

Important dates

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- ▶ October 30th – Was the date for schools to encumber or spend 80% of the Title I budgets
 - ▶ 13 of the 32 schools achieved this goal
 - ▶ 10 of the 32 schools were within 10% of this goal
 - ▶ Why do we have this goal?
 - ▶ What's the next date I need to know about?
 - ▶ April 30th – PO cut off date

Purchase Orders and Contracts

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- ▶ All PO's that have a Title I fund source must receive final review and approval by the Federal Programs and Title I Schools division
- ▶ Pay attention to invoice dates. If invoice date is before PO date a waiver will be required
- ▶ Remember shipping and handling fees
- ▶ PO's that are issued for the Media Center, clinic, and gym will not be approved
- ▶ Title I funds can only be spent on core academic subjects, professional development related to the core subjects and on Parental Involvement activities that are educational in nature

Purchase Orders and Contracts

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- ▶ For FY 2015-2016 Title I will not approve PO's that are issued to purchase classroom wish list items. This includes grade group/ team wish lists
- ▶ Include as much detail as possible in the description field needs to answer (Who?, What?, Where? And When?)
- ▶ Use the notes field
- ▶ When issuing a PO for conference registration please include the names of the attendees

Purchase Orders and Contracts

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- ▶ Purchase order cut off date – April 30th
- ▶ Plan ahead
- ▶ Allow 60 days for contract approval
 - ▶ Singular or cumulative contracts over \$50,000 require School Board Approval
 - ▶ Cumulative Contracts under \$49,999 can be signed by Kim Albritton
- ▶ Allow 7 days for requisition approval
 - ▶ Some requisitions require research
- ▶ Submit requisitions before allowing any work to be done or goods received
 - ▶ The goal is to have no waivers for Board Policy 7.70 for the remainder of the school year

Purchase Orders and Contracts

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- ▶ Monitor all open PO's
 - ▶ If items are not received by June 30th Title I funds cannot be used to cover the expense. Only have 2 options:
 - ▶ Pay for the items using a different fund source
 - ▶ Return the items – not always possible
- ▶ Please check in all ordered items so that invoices can be signed and purchase orders closed
- ▶ April 30th 😊
- ▶ Plan ahead 😊

Activity #3

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- ▶ What is the PO cut off date?
- ▶ Can I order books for classroom libraries on may 5th?
- ▶ How many days will it take to get a new contract with a consultant approved?
- ▶ Does a contract for \$51,000 require board approval?

Stipends

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Stipends

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Stipends

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- ▶ The Finance group has a very well defined process for stipends
 - ▶ <http://www.stlucie.k12.fl.us/finance/wp-content/uploads/sites/22/2015/11/Additional-Hours-Procedure-2015-16-Revised-11-17-15.pdf>
- ▶ To avoid delays
 - ▶ Please use only the approved stipend sheet
 - ▶ Make sure that the correct cost strips and Purchase Order number are listed on the stipend sheet
 - ▶ Include all required supporting documents

Stipends

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- ▶ Stipend PO Maintenance
 - ▶ If you are not closing your POs after the payment, you are responsible to contact purchasing to reduce your PO by the amount paid to date. Stipend/additional hours POs do not reduce after payroll, it must be manually reduced.

Activity # 4

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- ▶ Can I pay teachers to attend a parent involvement event?
- ▶ What function should I use for a collaborative planning stipend?
- ▶ What object should I use for after school tutoring?

Substitutes

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- ▶ If you are using a Title I cost strip to cover the cost of substitute teachers connected to a training please submit the sub sheet to substitutes@stlucieschools.org
- ▶ Please include
 - ▶ The name of the training/planning that the teachers attended
 - ▶ The training agenda or SRN number
 - ▶ The cost strip that you would like to use

Travel

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- ▶ Title I supports travel as a way to receive targeted PD
- ▶ Where ever possible try to limit the number of staff members selected to attend a conference or out of town training.
 - ▶ Conference costs
 - ▶ In state average cost \$500 a person
 - ▶ Out of state average cost \$1,000 a person
- ▶ All travel out of the county/state that is funded using Title I funds must be preapproved – Allow 3 days for form review
- ▶ Travel requests forms should be sent to Rod Natta
- ▶ Title I funds can only be used to fund travel for current employees

- ▶ Reimbursement
 - ▶ Fly vs Drive – Whichever is cheapest
 - ▶ Car pool whenever possible
 - ▶ Rental cars
 - ▶ AVIS no longer has the state contract for rentals
 - ▶ Enterprise now has the state contract – Can also rent for personal reasons
 - ▶ Information available on the Bookkeeper – Secretary resource page
 - ▶ <http://www.stlucie.k12.fl.us/finance/bookkeeper-secretary-resources/>
 - ▶ P-Card backup and Travel backup must be sent separately and must identify what it is for (P-card or Travel and who it belongs to)
 - ▶ Finance will not reimburse out of state travel without an approved travel form

We are here to help

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Questions