

New Title I School Training

WELCOME TO THE CLUB

Agenda

Welcome

Who should I contact

Title I Budgets

Purchasing

Stipends

Substitutes

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History of Title I

The Title I legislation came about as a result of a Presidential task force that recommended to congress that there was need for a massive effort to expand experimental “compensatory education” programs and to equalize educational opportunity.

The purpose of the program is “to provide financial assistance to Local Educational Agencies (LEAs) serving areas with concentrations of children from low-income families to expand and improve their educations programs to meet the special educational needs of educationally deprived children”

History of Title I

Title I was signed into law on April 12, 1965 by President Lyndon B. Johnson

Title I of the Elementary and Secondary Education Act of 1965 requires that schools receiving funds under Title I be comparable in services to schools that do not receive Title I funds. This is to ensure that federal financial aid is spent on top of state and local funds to which all public school children are entitled.

This year marks the 50th anniversary of Title I



Title 1

Title I – Improving the Academic Achievement Of The Disadvantaged

Title I at the State and local level is guided by the following federal Statutes

- SEC 1111 – State Plans
- **SEC 1112 – Local Educational Agency Plans**
- **SEC 1113 – Eligible School Attendance Area**
- **SEC 1114 – Schoolwide Programs**
- **SEC 1116 – Academic Assessment and Local Educational Agency and School Improvement**
- **SEC 1118 – Parental Involvement**
- **SEC 1120 – Participation of Children Enrolled in Private Schools**

If you want to take a deep dive into the Title I statutes visit

<http://www2.ed.gov/policy/elsec/leg/esea02/pg3.html>

Title I – Improving the Academic Achievement Of The Disadvantaged - What does it all mean

Rule - When Local Educational Agencies (LEAs) report student enrollment data to the State Education Agency (SEA) they have report adjusted numbers in order that the state can determine Title I funding. Title I funds are generated to support students ages 5 to 17.

Meaning – VPK students and any high school student over the age of 17 at date certain don't count in the calculation of School Title I budgets

Title I – Improving the Academic Achievement Of The Disadvantaged - What does it all mean

Rule – LEAs are required to serve all schools the have a Free and Reduced Lunch % at or above 75%. LEAs are allowed to serve schools at or above 40% free and reduced lunch, and are allowed options with how they serve those identified schools

Meaning – LEAs have options and are not obligated to serve all schools in the service area. The options are:

- Schoolwide
- Targeted
- Grade span

Each option has pros and cons

Important dates

October 31st – Date for schools to encumber or spend 80% of the Title I budgets

- Why do we have this goal?

February 12th – PO cut off date for purchasing items. Schools will still be allowed to issue PO's for stipends and conferences

Who should I contact if.....

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.....

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.....

I have a question about what can I buy

- Rod Natta

I have a question about paying for a conference

- Rod Natta

I have a question about the Title I box

- Yvonne Johnson
- 772-429-4639
- Yvonne.johnson@stlucieschools.org

I have a questions about migrant services

- Yvonne Johnson

I have a question about Parent Involvement

- Yvonne Johnson

Who should I contact if.....

I have a question about who is in the Instructional/ Literacy/ Math Coach Pool

- Nicholas Zrallack

Spending Guide

Salaries, Stipends and Substitutes		
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	
Resource Teacher - Reading, Math, Science	Yes	If the teacher is supplemental and teaches a core subject - requires Title I approval
Interventionist	Yes	
Guidance Counselor	Yes	Must be supplemental
Social Worker	No	
Parent involvement teacher/para	No	
Stipends for PD	Yes	Core subject teachers
Stipends to tutoring	Yes	SLPS employed certified teachers
Stipends for department meetings	No	
Stipends for staff meetings	No	
Stipends for open house	No	
Substitute teachers PD - Core	Yes	If the teacher is attending a core subject area training that is not part of a district initiative
Substitute teachers - Arts, Music and PE	No	
Stipends for annual Title I parent meeting	Yes	

Spending Guide

Curriculum, supplies and technology		
Supplemental curriculum - core	Yes	With curriculum committee approval
Supplemental curriculum - Arts, Music and PE	No	
Adaptive technology	No	
Copy paper - classroom, copy room	No	
Copy paper - parental involvement	Yes	Limit to 2 cases
Art supplies - classroom projects	Yes	
Print Cartridges	No	
Food	Yes	For parent Involvement activities - Limit of \$400 per event
Technology - Projectors, Document cameras	Depends	
Awards/Rewards	No	

Spending Guide

Conferences, workshops and travel. Requires an approved travel request form

Registrations	Yes	Conference attendance needs to be in the SIP.
Hotel rooms	Yes	
Mileage vs Airfare	Depends	Title I will only approve the most economical method of travel for employees attending a conference/ workshop/ training
Car rental	Yes	Carpooling is strongly encouraged. Multi passenger vehicles help to keep costs down.
Tips	No	

Title I budgets

Schools have two (2) Title I budgets every year

- Main Title I budget – 46417
- Title I Parent Involvement budget – 4647P

Previous years Title I budgets do not roll forward

- Funds in 46416 are not available for use

Please monitor your Title I budgets

- Filters
- Budgetary data mining

Budgets and Cost strips

School Title I budgets have to be created in consultation with the Title I Schools

Your budget is not set in stone. Cost strips can be created, budgets can be changed and funds can be transferred to new cost strips.

If you need a new cost strip send the 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

Fun functions

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
- 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

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

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.fldoe.org/finance/fl-edu-finance-program-fefp/financial-program-cost-accounting-repo.stml>

Purchase Orders and Contracts

Purchase order cut off date – February 12th

Plan ahead

Submit requisitions before allowing any work to be done or goods received

- The goal is to have no waivers for Board Policy 7.70

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

Purchase Orders and Contracts

All PO's that have a Title I fund source must receive final review and approval by the Federal Programs department

Pay attention to invoice dates. If invoice date is before PO date a waiver will be required – Where ever possible schools are strongly encouraged to avoid issuing a waiver

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

For FY 2016-2017 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

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

February 12th 😊

Plan ahead 😊

Stipends



© 2007 

Stipends



Stipends

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

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.

Substitutes

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 (if available)
- The cost strip that you would like to use

Travel

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

Travel

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



Questions
