

Title I Training

February 3, 2017

Title I Secretary and Bookkeeper training Agenda

- ▶ **Welcome**
- ▶ **Substitutes**
- ▶ **Who should I contact**
- ▶ **Title I Budgets**
- ▶ **Purchasing**
- ▶ **Stipends**
- ▶ **Travel**
- ▶ **Questions**

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
 - ▶ The cost strip that you would like to use
- ▶ Remember
 - ▶ Only one event per form
- ▶ Suggestions for ways to improve the process?

Activity #1

- What is wrong with the sample Sub sheet

SUBS TO BE PAID BY			
Payroll Period: _____		Event: ___Title I_____	
School: _Title _____ Buliding #: _____		Event Contact: ___Art Conference_____	
DATE	Substitute Name (Last, First)	Teacher Name (Last, First)	Full Day, Half AM, Half PM
1/30/2017	Natta, Rod	Kim	Full day
2/1/2017	Camila Messina	Rod Natta	Half AM
Cost Strip (Budget) Charged			
Site Administrator Signature		Grant Administrator Signature	
_____		_____	
Date		Date	
_____		_____	
Only ONE Event/Date Per Completed Form			

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
 - ▶ Camila Messina
 - ▶ 772-429-3983
 - ▶ Camila.messina@stlucieschools.org
 - ▶ There are 2 Camila Messina's in the e-mail system. Camila 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
 - ▶ Camila 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, Jodie Certosimo
- ▶ I have a question about paying for a conference
 - ▶ Rod Natta, Jodie Certosimo
- ▶ My Principal really wants to...
 - ▶ Rod Natta, Jodie Certosimo
- ▶ 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

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

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
 - ▶ 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

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.shtml>

Cost strips

- ▶ 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

Important dates and announcement

- ▶ What's the next date I need to know about?
 - ▶ February 12th- PO cut off date for buying goods
- ▶ Important announcement
 - ▶ Schools can continue to issue stipend PO's and PO's related to conference travel

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
- ▶ 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

- ▶ Purchase order cut off date - February 12th
- ▶ 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

- ▶ 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
 - ▶ Remember to reduce and close stipend PO's
- ▶ 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 - Very important
 - ▶ 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.
- ▶ Substitute teachers cannot be paid a stipend to attend a training

Activity #2

► What's wrong with the stipend sheet

**The School Board of St. Lucie County, Florida
ADDITIONAL HOURS/STIPEND REQUEST**

Description: Credit retrieval				Dates Worked: Jan-17						
Submitted By: Sun Shine				School/Dept: Title I		Board Approved Date:				
SRN#:				PO Number:		Final PO: Yes		FINANCE USE		
				Partial PO :						
Last Name	First Name	Name Key	Last 4 digits Soc Sec #	Regular Position Sub	Position for this Request/Payment Credit Retrieval	Building	Hourly Rate of Pay	Total # Hrs Worked	Date: Completed	Amount
Ta Jen	Wolt		111-11-1111 222-22-2222	Teacher	Credit Retrieval		\$ 23.00 \$ 23.00	2.00 20.00	1/30/17 1/30/17	\$ - \$ 460.00
							0			\$ -
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								22.00		\$ -
Page Total										506.00
Total with Benefits										581.44
Finance Approval:						Principal/Director:				
Date:						Date:				
Payroll Manager :						Grant Administrator:				
Date:						Date:				
Budget Charged: PLEASE COMPLETE						Date:				
2200	6150	1280 2100 2200	0545	46417	000000	000000	506.00			
							36.74			Retirement (2100)
							38.71			FICA/Medicare (2200)
Fund	Func	Obj	Cntr	Project	Pgm					

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 \$1,000 a person
 - ▶ Out of state average cost \$1,500 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 Linda Neill
- ▶ Title I funds can only be used to fund travel for current employees

Travel

- I. Requesting Site:
- II. Conference Name and conference sponsor:
- III. Conference Location (City and State):
- IV. Conference Dates:
- V. Core subject area addressed:
 - a. English Language Arts
 - b. Science
 - c. Math
 - d. Social Studies
- VI. Justification for attending the conference
 - a. Give specifics of the expected benefit to the school and individual from attending the conference. (How will this help to increase student achievement)

 - b. Identify the people that will be attending and their positions.

Travel

- ▶ Reimbursement
 - ▶ Fly vs Drive - Whichever is cheapest
 - ▶ Car pool whenever possible
 - ▶ Rental cars
 - ▶ Enterprise 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 to Linda Collins Hall 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

Travel

- ▶ Reimbursement
 - ▶ Remind your teachers and Administrators to:
 - ▶ Completely fill out the reimbursement form - see handout
 - ▶ Remember to include receipts
 - ▶ Gas
 - ▶ Tolls
 - ▶ Hotel folio - Should be attached to reimbursement form
 - ▶ Remember to include agendas

Parent Involvement

- ▶ Can schools purchase food with Title I funds?
 - ▶ _____
- ▶ What cost strip should be used to purchase food?
 - ▶ _____
- ▶ If you purchase food from your Cafeteria what is the name of form the Cafeteria Manager uses?
 - ▶ _____

Parent Involvement

- ▶ Special Event forms
 - ▶ Please submit the special event forms to Tiffany Ross in the Finance department

We are here to help



Questions