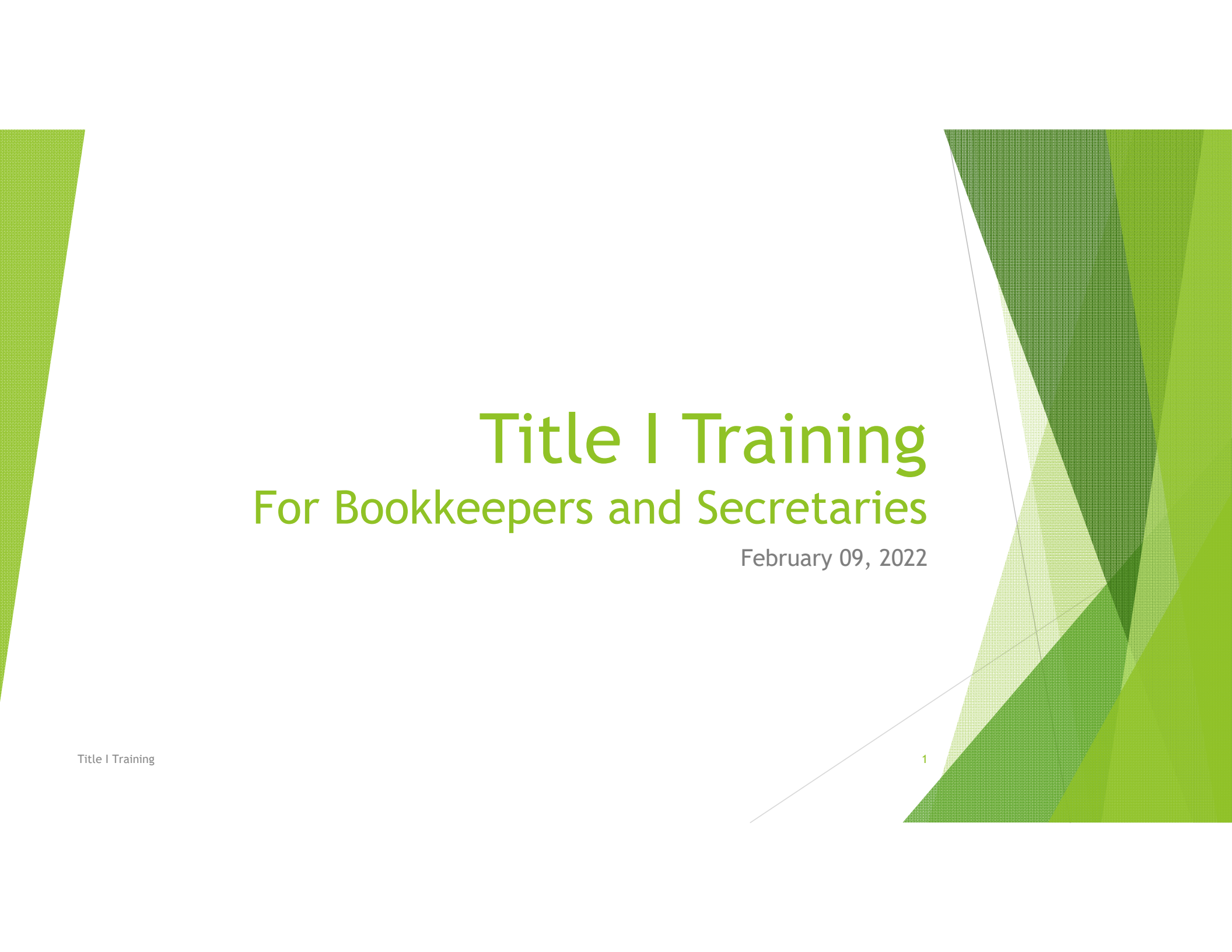




Title I Training For Bookkeepers and Secretaries

February 09, 2022

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

SUBS TO BE PAID BY

Event: _____

Event Contact: _____

Date

Please Scan and Email all Subs to Paid By reports to SubPayroll@StLucieSchools.org no later than the verify date on your payroll schedule

Who should I contact if.....

- ▶ I need to review my Title I budgets
 - ▶ Michael McCarthy
 - ▶ 772-429-3991 - Desk
 - ▶ 772-708-5784 - Cell
 - ▶ Michael.McCarthy@stlucieschools.org
- ▶ I have a question about a charge on my Title I budget
 - ▶ Erin Johnson
 - ▶ 772-429-3646
 - ▶ Erin.Johnson@stlucieschools.org

Who should I contact if.....

- ▶ I need a new cost strip
 - ▶ Michael McCarthy
- ▶ I have a question about what cost strip to use
 - ▶ Michael McCarthy
 - ▶ Erin Johnson
 - ▶ Your purchasing specialist
 - ▶ A fellow secretary/ bookkeeper
- ▶ I think my budget is wrong
 - ▶ Michael McCarthy

Who should I contact if.....

- ▶ I have a question about what can I buy
 - ▶ Michael McCarthy, Jodie Certosimo
- ▶ I have a question about paying for a conference
 - ▶ Rod Natta, Michael McCarthy
- ▶ My Principal really wants to...
 - ▶ Rod Natta, Michael McCarthy
- ▶ I have a question about the Title I box
 - ▶ Jodie Certosimo
 - ▶ 772-429-3642
 - ▶ Jodie.Certosimo@stlucieschools.org
- ▶ I have a question about Parent Involvement
 - ▶ Jodie Certosimo

Title I budgets

- ▶ Schools have two (2) Title I budgets every year
 - ▶ Main Title I budget - 46422
 - ▶ Title I Parent Involvement budget - 4642P
- ▶ Previous years Title I budgets do not roll forward
 - ▶ Funds in 46421 are not available for use
- ▶ Please monitor your Title I budgets
 - ▶ Filters
 - ▶ Budgetary data mining
 - ▶ Lets look at a report
 - ▶ [Skyward Business](#)

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
 - ▶ 6400 to 6409 - Training and Professional development
 - ▶ 6150 - Parent Involvement
- ▶ Common object codes - Object code link on the Finance page
- ▶ [Bookkeeper-secretary-resources](#)

Training functions

6400	Professional Development / Collaborative planning - English Language Arts, Math, Science, and Social Studies Including Conference travel for teachers
6409	Professional Development / Collaborative planning - Leadership Including conference travel for leaders

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/>
 - ▶ Red Book 2021
 - ▶ [Financial & Program Cost Accounting & Reporting for Florida Schools \(fldoe.org\)](http://fldoe.org)

Cost strips

- ▶ Send cost strip requests to Michael McCarthy
- ▶ 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 11th~~ PO cut off date for buying goods Extended to February 25th
- ▶ Important announcement
 - ▶ Schools can continue to issue stipend PO's
 - ▶ Summer planning and tutoring
 - ▶ PO's related to conference travel
 - ▶ Print Shop

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 2021-2022 Title I will not approve PO's that are issued to purchase classroom wish list items. This includes grade group/ team wish lists
- ▶ Title I funds are tied to the School Improvement Plan and Needs Assessment at the school
- ▶ Purchases are reasonable, allocable, and necessary
- ▶ 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, location, and dates

Purchase Orders and Contracts

- ▶ Purchase order cut off date - ~~February 11th~~ Extended to February 25th
- ▶ Plan ahead
- ▶ Allow 60 days for contract approval
 - ▶ Singular or cumulative contracts over \$50,000 require School Board Approval
 - ▶ Cumulative Contracts \$8,000 up to \$49,999 require three quotes
- ▶ Allow 5 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 25th 😊
- ▶ Plan ahead 😊

Quick reference for Title I purchases

Use as a guide and ask if you have questions about any purchase

Quick reference for Title I purchases		
Item	Title I fundable	Notes
Salaries, Stipends and Substitutes		
Literacy Coach	Yes	Available to all schools
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 to cover for 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	

Quick reference for Title I purchases		
Item	Title I fundable	Notes
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. Nutritious meal/No candy
Technology - Projectors, Document cameras	Depends	
Awards/Rewards	No	
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	

Stipends



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Stipends



Stipends

- ▶ The Finance group has a very well defined process for stipends
 - ▶ <https://www.stlucie.k12.fl.us/pdf/departments/finance/book/Additional-Hours-Procedure.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 follow up with 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

[illegible]

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 \$1,300 a person
 - ▶ Out of state average cost \$1,700 a person
- ▶ All travel out of the county that is funded using Title I funds must be preapproved
 - Allow minimum 1 week for form review
- ▶ Travel requests forms should be sent to the schools' Executive Director for approval
- ▶ Approved forms then forwarded to Gina.Jaime@stlucieschools.org
- ▶ 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.
- c. Provide the projected cost of the conference. Include in the projection the travel costs, substitute teacher costs and conference registration fee/s.

VII. Please identify the fund source that will be used to support this conference:

VIII. Explain what follow up will be conducted at the school upon return from the conference (training for Administrators, Teachers, school staff)

Travel

► Reimbursement

- Fly vs Drive - Whichever is cheapest
- Car pool whenever possible
- Rental cars
 - Budget has the state contract - Can also rent for personal reasons
 - Enterprise still has discounted Leisure Rate
 - 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 Accounts Payable 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 (Tax Exempt for In-State)
 - Remember to include agendas
 - Send completed signed forms to accounting

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

- Cafeteria Manager completes form
- Cost strip given to manager to include on the form
- Provide a copy of the agenda/flyer for the event
- Please submit the special event forms to Jessica Jimenez in the Finance department

We are here to help



Title I Training

Questions

- ▶ Please call or e-mail the Federal Programs Office whenever you have questions
 - Roderick Natta, Federal Programs Director (772) 429-3630
 - Jodie Certosimo, Title I Coordinator (772) 429-3642
 - Michael McCarthy, Federal Programs Manager (772) 429-3991
 - Gina Jaime, Federal Programs Secretary (772) 429-4630