

**TITLE I, PART A
SCHOOLWIDE PROGRAMS HANDBOOK**



LAFAYETTE
PARISH SCHOOL SYSTEM

Latikka Magee
Director, Federal Programs

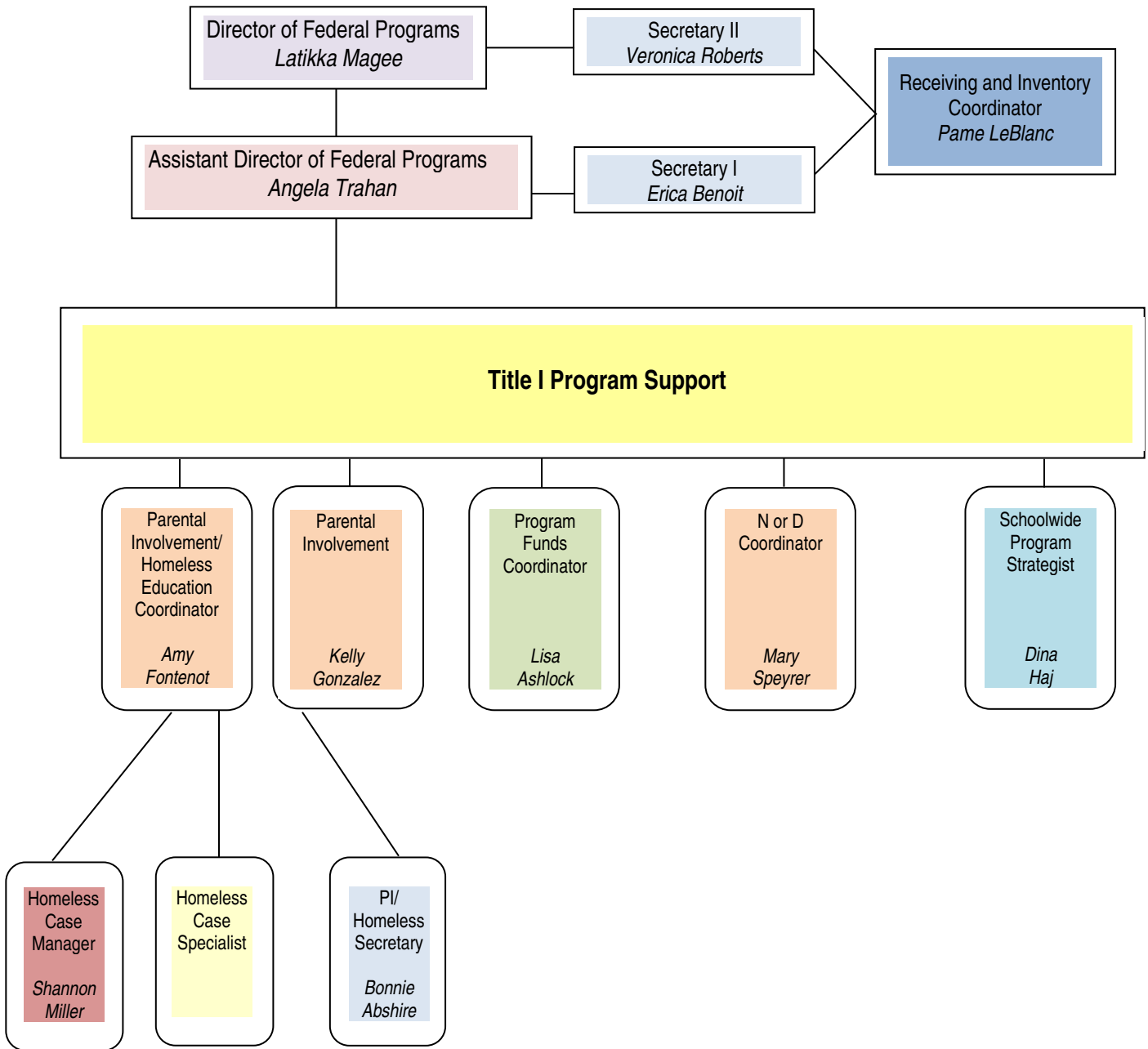
Angela Trahan
Assistant Director, Federal Programs

2014 – 2015

Handbook Sections and Documents

Federal Programs Organizational Chart	Page 3
Personnel Directory	Page 4
Title I, Part A	Page 6
<ul style="list-style-type: none">• Overview• Comprehensive Needs Assessment• What Must a School Do to Operate a Title I Program?	
Procedural Requirements	Page 9
<ul style="list-style-type: none">• General Timelines• Schoolwide Budgets• Request for Transfer of Funds	
Requisition Requirements	Page 14
Deadline for Submission of Documents	Page 15
Budget and Account Codes	Page 16
Codes 100 and 200 - Salaries and Fringe Benefits	Page 19
<ul style="list-style-type: none">• In Parish Consultants• Substitute Pay• Tutor Pay• Stipends	
Code 300 – Contracted Services	Page 26
Code 400 – Copiers	Page 29
Code 500 – Postage, Travel and Transportation	Page 33
Code 600 – Materials and Supplies	Page 41
Code 700 – Equipment and Furniture	Page 44
Highly Qualified Information	Page 48
Appendix	Page 55

Federal Programs



Federal Programs Personnel (alpha listing)

Name	Title	Phone	Email Address
Abshire, Bonnie	Secretary I (PI and Homeless Education)	521.7249	bbabshire@lpssonline.com
Ashlock, Lisa	Program Funds Coordinator	521.7320	lrashlock@lpssonline.com
Benoit, Erica	Secretary I (Title I and II Programs)	521.7095	edkennerson@lpssonline.com
Fontenot, Amy	Coordinator (PI and Homeless Education)	521.7251	arfontenot@lpssonline.com
Gonzalez, Kelly	Parental Involvement	521-7174	kfgonzalez@lpssonline.com
Haj, Dina	Schoolwide Program Strategist	521.7142	dlhaj@lpssonline.com
LeBlanc, Pame	Receiving and Inventory Coordinator	521.7141	pmleblanc@lpssonline.com
Magee, Latikka	Director, Federal Programs	521.7096	lsmagee@lpssonline.com
Miller, Shannon	Homeless Case Manager	521.7175	sdmiller@lpssonline.com
Roberts, Veronica	Secretary II	521.7136	vlroberts@lpssonline.com
Speyrer, Mary	Coordinator (Neglected or Delinquent Program)	521.7179	mespeyrer@lpssonline.com
Trahan, Angela	Assistant Director, Federal Programs	521.7138	artrahan@lpssonline.com
	Homeless Case Specialist	521.7172	

Additional Contact Information

Name	Title	Phone	Email Address
Janie Ellison	Acting Instructional Coordinator (ESL)	521-7129	jzellison@lpssonline.com
Monica Perez	Curriculum Coordinator (ESL)	521-7128	mmperez@lpssonline.com
Piedad Thibodeaux	Secretary I (ESL)	521-7130	prthibodeaux@lpssonline.com
Leah Tapo	Accountant (Title I)	521.7319	lftapo@lpssonline.com
Olanda Gray	Accounting Support Clerk (Title I)	521.7326	omgray@lpssonline.com
Christina Duay	Director (Early Childhood)	521.7161	cmduay@lpssonline.com
Katie Sales	Receiving and Inventory Specialist	521.7139	kdsales@lpssonline.com
Rick Gary	Print Shop Supervisor	521.7332	rrgary@lpssonline.com
Lee Francis	Purchasing Agent	521.7329	slfrancis@lpssonline.com

TITLE I SCHOOL SITE ASSIGNMENTS

PAME'S SCHOOL SITES	VERONICA'S SCHOOL SITES
Acadian Middle	Alice Boucher Elementary
Acadiana High School	L.J. Alleman Middle
Broussard Middle	Broadmoor Elementary
Carencro Heights	Charles Burke Elementary
Duson Elementary	Edgar Martin Middle
J. W. James Elementary	Ernest Gallet
Judice Middle	Green T. Lindon Elementary
Myrtle Place Elementary	Lafayette Middle
Ossun Elementary	S. J. Montgomery Elementary
Plantation Elementary	Scott Middle
Prairie Elementary	Woodvale Elementary
Westside Elementary	L Leo Judice Montessori
NP Moss Prep	
ERICA'S SCHOOL SITES	
Carencro High	
Carencro Middle	
Evangeline Elementary	
J. W. Faulk Elementary	
Katherine Drexel Elementary	
Live Oak Elementary	
Northside High	
Paul Breaux Middle	
Ridge Elementary	
Thibodeaux Tech	
Youngsville Middle	

Title I, Part A - Overview

Purpose

The purpose of Title I, Part A funds is to enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State performance standards developed for all children. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state.

The law provides many flexibilities and opportunities for LEAs and schools to meet the purpose of Title I, Part A. In Schoolwide program schools, an LEA may use Part A funds for any activities that are part of the Schoolwide program plan.

Qualifications

A Title I school is eligible to become a Title I Schoolwide Program when the poverty level, (determined by free and reduced meal counts, Aid for Dependent Children [AFDC], census, or Medicaid) is at or above 40%.

Definition

Schoolwide programs have great latitude to determine how to organize their operations and allocate the multiple funding sources available to them. They do not have to identify particular children as eligible for services or separately track federal dollars. Instead, schoolwide programs can use all allocated funds to increase the amount and quality of learning time. In this way, they can embrace a high-quality curriculum, according to a comprehensive plan that ensures all children meet the state's challenging academic standards.

Schoolwide programs serve all children in a school. All staff, resources, and classes are part of the overall schoolwide program. The purpose is to generate high levels of academic achievement in core subject areas for all students, especially those students most in need. This purpose is achieved through:

- High quality instruction
- Comprehensive reform strategies and methods that are based on the use of scientifically based research
- Strategies and methods to improve teacher quality and professional development
- Consolidated use of funds

Core Elements of Schoolwide Programs

- A school operating a schoolwide program must conduct a comprehensive needs assessment that identifies the school's strengths and challenges in key areas that affect student achievement.
- The school must develop a comprehensive schoolwide program plan that describes how it will achieve the goals it has identified as a result of its needs assessment.
- The school must evaluate annually the outcomes and the plan's implementation to determine whether the academic achievement of all students, and particularly of low-achieving students, improved, whether the goals and objectives contained in the plan were achieved, and if the plan is still appropriate as written.

Comprehensive Needs Assessment

As a school prepares to become a schoolwide program, it needs to understand its current status, a snapshot that will help illustrate the gap between where the school is now and where it wants to be when its vision is realized. A school profile provides that picture; it is a data-driven description of the school's student, staff, and community demographics, programs, and mission. The school profile serves as a starting point for discussion by the planning team, and useful information for each of the focus areas of the needs assessment that follows.

Planning Process

The following should be noted regarding the role of planning in the Title I schoolwide process:

- Begins the school improvement process and continues throughout it
- Includes all stakeholders of the school (represented by the Schoolwide Planning Team)
- Clarifies the school's focus and establishes priorities
- Engenders commitment from participants to devote the time and energy to put the plan into practice
- Results in a written plan that meets the following criteria:
 1. Addresses schoolwide efforts and programs to increase student achievement
 2. Includes all funding sources whose monies are dedicated to selected strategies and activities that will increase student achievement
 3. Includes information addressed in other separate plans (i.e., technology and others)
 4. Can be used as the basis for funding requests (grants) and programmatic submission to the LDOE.

Annual Evaluation & Planning Process

A Schoolwide school must annually develop a Schoolwide plan and evaluate the impact of services on student achievement. The planning process must involve all staff, parents and community members in the implementation and evaluation of the Title I Schoolwide program. Districts with private schools must consult with private school representatives before making final determinations about the use of Title I funds.

Staff qualifications

All staff in a Schoolwide school, including teachers and paraprofessionals, must be highly qualified.

What Must a School Do to Operate a Title I Schoolwide Program?

To operate a schoolwide program a school must:

- Conduct a **comprehensive needs assessment** to determine how students are performing academically and what factors are contributing to poor performance; and
- Develop a **schoolwide plan** that describes the strategies the school will use to meet the needs identified through the needs assessment. The plan must include specific components that are described in more detail below.

Schoolwide plans must include 10 components set out in federal law:

1. The **comprehensive needs assessment** discussed above.
2. **Schoolwide reform strategies** that provide opportunities for all students to meet state standards. These strategies should be research-based and designed to:
 - Strengthen the core academic program in the school;
 - Increase the amount and quality of learning time;
 - Provide an enriched and accelerated curriculum;
 - Meet the educational needs of historically underserved populations;
 - Address the needs of all students in the school, particularly low-achieving students; and
 - Be consistent with state and local improvement plans, if any.
3. Plans for ensuring **instruction by highly qualified teachers**.
4. Plans for providing **high-quality and ongoing professional development** for teachers, principals, paraprofessionals and, if appropriate, pupil services personnel, parents, and other staff to enable all students in the school to meet the state standards.
5. Strategies to **attract high-quality highly qualified teachers to high-need schools**.
6. Strategies to increase **parental involvement**, such as family literary services.
7. Plans for **assisting preschool children transition from early childhood programs**.
8. Measures to **include teachers in decisions regarding the use of academic assessments** to provide information on, and to improve, the achievement of individual students and the overall instructional program.
9. Activities to provide **effective, timely additional assistance to struggling students**, including measures to ensure students' difficulties are identified on a timely basis and to provide sufficient information on which to base effective assistance.
10. **Coordination and integration of Federal, State, and local services and programs**, including programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start, adult education, vocational and technical education, and job training.

Title I School-wide Programs --- Procedural Requirements

Major responsibilities:

- Have a fully functioning school-wide committee to include parent representatives and staff representatives from all departments/grade levels.
- Decisions affecting the school-wide program and budget cannot be mandated by any one individual, but rather are to be based on a survey of needs, discussed by the planning team with consensus from the staff. All decisions must be based on what would be best for the students served.
- Any program implemented under Title I must be research-based and the research must be in the School wide Plan.
- Provide parenting sessions (at least 1% of budget to be spent on parent involvement).
- Written parent involvement policy and yearly compacts signed by parents, students and teachers are to be kept on file. (Send one copy of the current compact to the Title I office by **Friday, October 4, 2015**).
- Fully utilize your school's-teacher/parent/student compacts with teacher/parent interaction.
- Conduct an annual school level meeting with parents to discuss Title I program, school goals, as well as school progress towards meeting the Louisiana State Department Accountability Program requirements.
- Each school must maintain the Title I file box to document the process followed for each section of the Schoolwide Plan.
- Provide staff professional development in areas of need (agendas and sign-in sheets must accompany stipend pay forms).
- Incorporate sharing of transitional grade student information into the School Wide Plan.
- **ALL ITEMS LESS THAN \$5,000 PER UNIT** are considered 610 materials. That means that you cannot buy a printer out of 731 if the cost of that printer is \$4999.99. That printer will have to be ordered out of your 615 budget.
- IN-STATE TRAVEL will be submitted to the Title I Office with the appropriate forms (see Appendix) for approval. Once approved, Title I will then secure appropriate signatures. Any changes to in-state travel must be approved by the Title I Office. All conferences you or your staff attend must be listed on your original budget or budget amendment. **Payment for travel taken that has not obtained prior approval will be the school's responsibility.**
- All OUT-OF-STATE TRAVEL must be listed on your original budget or budget amendment. Out-of-state travel will be submitted to the Title I Office with the appropriate forms (see Appendix) for approval. Once approved, Title I will then secure appropriate signatures. Any changes to out of-state travel must be approved by the Title I Office and may be sent to the Title I Director and the NCLB Funds Coordinator via email from the site-based administrator.
- Plan for Budget Amendment #1 as soon as the grant receives full approval. You will be notified of full approval via email which is your signal to meet with your SW and/or Leadership Team to revise the Title I budget.
- All purchase requisitions must be submitted to the Title I Office no later than **Friday, February 13, 2015**.
- Any 610,615, 731, or 733 funds that are not encumbered by requisitions submitted by **Friday, February 13, 2015** will no longer be available to the specific school-wide program for which it was originally identified.
- Plan to have all tutorial pay expended by the end of May. Any Title I school funds still remaining after May can be utilized for tutoring to provide summer remediation. A proposal must be submitted via email to the Director of Title I for full approval. The proposal must include the type of service provided to students, length of time and total number of individuals employed with Title I funding.
- All forms submitted must be ORIGINALS with signatures in BLUE INK.

I have received a copy of the Title I, Part A Schoolwide Programs Handbook and understand that the above listed items are extremely important to the Title I School-wide Program's accountability.

DATE

SCHOOL

PRINCIPAL'S SIGNATURE (BLUE INK)

Federal Programs General Timeline

• By LDE

• By District

• By School

Date	Event
June 30 (or earlier)	Consolidated Application submitted to LDE for approval
July 1	Begin submitting requisitions via ALIO for site licenses, agenda books ONLY
August 18, 2014	Submit schedule of schoolwide planning meetings (file SWP agendas, sign-in sheets, etc. in blue folder of your Title I box)
September 9, 2014	Notify parents (after 20 days or 4 weeks) of teachers not meeting definition of NCLB Highly Qualified
September 15, 2014	Submit Data Analysis Template
September 30, 2014	Electronically submit Verification Forms 1, 2, and 3 and the Parent Advisory Council Form found on Google drive
October 1 and 2, 2014	Annual OFP meeting for all Title I Schools
October 7, 2014	Quarterly Parent Involvement School Facilitator meeting
October 9, 2014	Quarterly Parent Involvement Parent Advisory meeting
October 15, 2014	Submit SY 2014-2015 Schoolwide Plans
October 17, 2014	Submit signed Letters of Attestation (principals)
October 31, 2014	75 percent + of school budget identified in 600 and 700 must be encumbered/requisitioned
October/November	LDE release of all SPS scores
November 17, 2014	LANA Reporting Forms due
December 2, 2014	Quarterly Parent Involvement School Facilitator meeting
December 4, 2014	Quarterly Parent Involvement Parent Advisory meeting
December 15, 2014	Triangulation and Comprehensive Needs Assessment due (17 schools)
End of December	OMB Circular 87 Forms signed (first semester PARs) 95 percent + of school budget identified in 600 and 700 must be encumbered/requisitioned
February 13, 2015	Title I Deadline for requisition submissions
February 24, 2015	Quarterly Parent Involvement School Facilitator meeting
February 26, 2015	Quarterly Parent Involvement Parent Advisory meeting
February 27, 2015	LPSS Deadline for requisition submissions
May 8, 2015	All documentation for travel must be submitted to the OFP
May 12, 2015	Quarterly Parent Involvement School Facilitator meeting
May 14, 2015	Quarterly Parent Involvement Parent Advisory meeting
Late May	OMB Circular 87 Forms signed (second semester PARs) Complete documentation of compliance requirements in the Parent Involvement School Checklist on Google drive District receives initial allocation amount (based on poverty – free/reduced lunch numbers) Schools are notified of poverty rate, ranking, and allocation Consolidated Budget to committee for review and approval Consolidated Budget to Board for approval Consolidated application submitted to LDE for review and approval
Early June	Individual school budget and program planning meetings; Submit Annual Assessment of SY 2014-2015 SWP during SY 15-16 SB meetings
July 2014-June 2015	Monthly monitoring and technical assistance visits by OFP staff at Title I school sites

This table is presented as a general timeline of Federal Programs and all dates/timeframes may be subject to change due to Federal, State and/or local policy.

Budgets – Title I

Schoolwide allocations are determined by the district's instructional leaders based upon several factors; amount of funding available through Title I and poverty rates at each school are included. Poverty rates are based on the number of students who participate in the free/reduced lunch program and are calculated by the Food Services Department. The schools are then ranked by poverty rates; this ranking is used to determine the per pupil allocation. This per-pupil allocation is multiplied by the number of students at each site to determine the school's total allocation (your budget amount).

Guidelines

Schools must directly tie budget items and amounts to instruction with the intent of increasing student achievement; all funds should be reflected in the Schoolwide Plan.

100 Salaries

- Persons funded through Title I must meet the definition of highly qualified for each category
- Stipends may be used to compensate teachers for professional development outside of the normal day (i.e., after school, Saturday)
- Submit Personnel Activity Report (PAR) forms for **ALL** fulltime personnel funded through Title I bi-annually

200 Benefits

- Benefits are automatically calculated in the LPSS Title I budget template

300 Purchased Professional and Technical Services

- Approved and signed contracts (on the standard LPSS contract) must be submitted to the Title I Office **prior** to the event and payment date. All applicable documentation for contract completion must be submitted for payment to occur.

400 Purchased Property Services

- Approved and signed contracts for maintenance and leasing/rental of equipment must be submitted to the Purchasing Department prior to payment, delivery and installation. All applicable documentation must be submitted for payment to occur.

500 Other Purchased Services

- School bus transportation must adhere to the LPSS policy
- It is a school's responsibility to research and plan travel
- Educational field trips are allowable when directly related to a teacher's lesson as part of classroom instruction. Field trips for entertainment, reward for good behavior or recreational purposes are not allowable.
- Printing and binding refers to out-sourced printing, such as Franklin Press, Kinko's, etc. (this does not include payment of copier bills)
- Site Licenses

600 Materials and Supplies

- May include any equipment less than \$5,000 per unit and all instructional materials
- Budget for items not covered by MOI funds
- Budget for items directly connected to instruction (core curriculum)
- May include licensing for computers
- Plan to expend funds early in school year- 95 % by December

700 Property

- Includes equipment in excess of \$5,000 per unit

*When	What	Person(s) Responsible
Spring (April/May)	Receive initial allocation and template	Latikka Magee Angela Trahan Lisa Ashlock
Spring (April/May)	Write (or revise) Schoolwide Plan; coordinate with Title I budget	Principal, Title I Schoolwide Team
May	Submit electronic and signed hard copy to Title I office (budget and SWP)	Principal Lisa Ashlock
October	Prepare and submit Budget Amendment	Principal Lisa Ashlock

*All dates subject to change

LAUGH (Louisiana Accounting and Uniform Governmental Handbook)

Purpose: To serve as a vehicle for program cost accounting at the local and state levels
To provide standardized terminology for use in education management and reporting – allowing for an adequate audit trail

Website link: <http://www.doe.state.la.us/ldc/finance/688.html>

TITLE I SPENDING GUIDELINES

The following guidelines were developed in order to assist you with expending your Title I budget. All Title I funds are to be used to supplement instruction for improved student achievement.

All funds expended through Title I must provide supplemental direct educational benefits to Title I students.

A school that is allocated a school-wide budget is responsible for all expenses for Title I services. Budgets may have funds obligated for salaries and benefits, travel, maintenance contracts and supplies including printing, and toner for copiers, printer cartridges, etc. The Principal's and/or authorized signer's signature will be needed on all expenditure requests.

All money expended through Title I must have the appropriate forms or supporting documentation. Therefore, it is imperative that you follow Lafayette Parish School System's purchasing procedures discussed at the Business Services training held at the start of each academic year.

Title I principals are responsible for keeping an active account of their funds at each school site to avoid overspending. The Title I accountant will not be able to process any requests for spending if monies are not properly budgeted. Should there be a change in price for items purchased and there are not sufficient funds available in your Title I account, the funds will have to come from some other source of funds (i.e. General fund). In order to avoid overspending in any one category, it is imperative that the administrator utilize site-based spreadsheets to keep current accurate account balances.

Title I is requesting the following schedule be adhered to for expenditures of your school/cost center's materials and supplies budget only:

- **75%, spent by October 24, 2014**
- **95%, spent by December 12, 2014**
- **100%, spent by February 13, 2015**

REQUISITION REQUIREMENTS

1. All requisitions must be submitted via the ALIO system for processing and approval. Written requisitions will not be accepted.
2. Each requisition must contain only the materials from one vendor.
3. Each requisition must contain only the materials to be purchased from one specific budget account.
4. Each requisition must have the complete account number for the appropriate budget category to which you want the materials charged.
5. Each requisition when ordering materials and supplies should state what strategies these materials align with in your Schoolwide Plan. Please place the page numbers of the Schoolwide Plan on the Header Section of the requisition.
6. If online pricing is required by the purchasing department, it is necessary for you to attach and upload to your buyer this printout with the requisition when submitted for processing through the Title I office. (Do not submit orders online.)
7. Supporting documentation, when applicable, must be attached to the original requisition.
8. Each requisition must state where shipping charges come from. If quoted by phone, then the name of the individual must be stated in the ALIO comment box; if from a catalog, then indicate which catalog; if uncertain add 10% shipping charges. All written quotes must be uploaded and attached in ALIO.
9. All requisitions for purchasing agendas can be taken from either the Parental Involvement Materials & Supplies category or the Instructional Materials & Supplies but not a combination of both accounts. The agenda must include the Parental Involvement policy. The agenda cannot contain logos, mascots or advertising.

Title I Deadlines for Submission of Documents

This schedule is for those **nonpayroll** documents that are to be included for payment with the check run on the 25th of each month. The deadline dates listed are for 4:30 p.m.:

Thursday, September 4, 2014
Thursday, October 2, 2014
Thursday, October 30, 2014
Thursday, November 20, 2014
Thursday, January 8, 2015
Friday, February 6, 2015
Friday, February 13, 2015 DEADLINE FOR ALL SY 2014-2015 REQUISITIONS
Tuesday, March 5, 2015
Tuesday, April 7, 2015
Thursday, May 7, 2015 DEADLINE FOR ALL SY 2014-2015 TRAVEL REQUESTS
Thursday, June 4, 2015
Thursday, June 18, 2015

BUDGET OBJECT CODES

The following general accounting numbers will help you to understand the account numbers being used with your Title I accounts.

SPECIFIC ACCOUNT	
100	SALARIES
112	TEACHING STAFF SALARIES
119	TEACHER CONSULTANTS
115	COMPUTER LAB PARAPROFESSIONAL
123	SUBSTITUTE PAY
129	TUTOR PAY
150	STIPENDS
200	EMPLOYEE BENEFITS
300	PURCHASED PROFESSIONAL SERVICES
320	OUT-OF-PARISH CONSULTANTS
400	PURCHASED PROPERTY SERVICES
430	REPAIRS & MAINTENANCE
442	COPIER LEASE
510	TRANSPORTATION FOR TUTORING
500	OTHER PURCHASED SERVICES
510	FIELD TRIPS Admission or hiring bus Ex: Greyhound TRANSPORTATION FOR TUTORING
514	FIELD TRIPS UTILIZING LPSS TRANSPORTATION
532	POSTAGE
582	IN-STATE TRAVEL
585	OUT-OF STATE TRAVEL
600	SUPPLIES
615	TECH CONSUMABLE MATERIALS & SUPPLIES & EQUIPMENT UNDER \$5000
610	CONSUMABLE MATERIALS & SUPPLIES & EQUIPMENT UNDER \$5000
700	PROPERTY
731	EQUIPMENT (OVER \$5000)
733	FURNITURE (COMPUTER TABLES ONLY)

ACCOUNT CODES

The following account numbers should be used when utilizing your Title I funds. Fill in the blank with the school's 3 digit location code. (example: school 2 would be 002; school 54 would be 054)

ACCOUNT CODE	ACCOUNT DESCRIPTION
100 CATEGORY - SALARIES	
5-050-50591-____-0000-0112-711268-023SB-9	CURRICULUM COORDINATORS
5-050-50591-____-0000-0112-711294-011SB-9	ACADEMIC BEHAVIOR COORDINATORS
5-050-50591-____-0000-0112-711274-011SB-9	DATA ANALYSTS
5-050-50591-____-0000-0112-711281-012SB-9	ACADEMIC INTERVENTIONISTS
5-050-50591-____-0000-0115-711218-011SB-9	PARAPROFESSIONALS
5-050-50591-____-0000-0115-711227-424SB-9	COMPUTER PROCTORS
5-050-50591-____-0000-0119-718009-023SB-9	LPSS TEACHER CONSULTANTS
5-050-50591-____-0000-0119-718142-023SB-9	LPSS TEACHER CONSULTANTS TRSL CONTRIBUTOR
5-050-50591-____-0000-0124-712200-023SB-9	SUBSTITUTES
5-050-50591-____-0000-0129-711132-012SB-9	TUTORS
5-050-50591-____-0000-0150-718002-023SB-9	STIPENDS
200 CATEGORY - BENEFITS	
5-050-50591-____-0000-0210-722002-0__SB-9	HEALTH INSURANCE
5-050-50591-____-0000-0210-722007-0__SB-9	LIFE INSURANCE
5-050-50591-____-0000-0220-721004-0__SB-9	FICA
5-050-50591-____-0000-0225-722001-0__SB-9	MEDICARE
5-050-50591-____-0000-0231-721001-0__SB-9	LOUISIANA TEACHER RETIREMENT SYSTEM (LTRS)
5-050-50591-____-0000-0260-722004-0__SB-9	WORKERS' COMPENSATION
300 CATEGORY - CONTRACTED SERVICES	
5-050-50591-____-0000-0320-731102-023SB-9	CONTRACTED SERVICES
400 CATEGORY - PURCHASED GOODS AND SERVICES	
5-050-50591-____-0000-0430-732403-051SB-9	MAINTENANCE AGREEMENTS
5-050-50591-____-0000-0442-732503-051SB-9	COPIER LEASE
500 CATEGORY - TRAVEL, POSTAGE, TRANSPORTATION FOR FIELD TRIPS	
5-050-50591-____-0000-0532-731402-031SB-9	POSTAGE
5-050-50591-____-0000-0582-733106-023SB-9	IN-STATE TRAVEL
5-050-50591-____-0000-0514-733408-051SB-9	FIELD TRIPS - SCHOOL BOARD BUS
5-050-50591-____-0000-0510-733412-051SB-9	TRANSPORTATION FOR TUTORING

5-050-50591-____-0000-0582-733107-023SB-9	OUT-OF-STATE TRAVEL
5-050-50591-____-0000-0510-733408-051SB-9	FIELD TRIPS - ADMISSIONS OR CHARTER BUSES
600 CATEGORY - MATERIALS AND SUPPLIES AND OUTSIDE PRINTING	
5-050-50591-____-0000-0610-741001-011SB-9	INSTRUCTIONAL MATERIALS & SUPPLIES
5-050-50591-____-0000-0615-741044-424SB-9	TECH MATERIALS & SUPPLIES
5-050-50591-____-0000-0550-751001-011SB-9	PRINTING & BINDING
700 CATEGORY - EQUIPMENT & FURNITURE	
5-050-50591-____-0000-0734-741072-424SB-9	EQUIPMENT (\$5000 & OVER PER ITEM)
5-050-50591-____-0000-0734-741024-011SB-9	FURNITURE (\$5000 & OVER PER ITEM)

100 & 200 SALARIES AND FRINGE BENEFITS

GENERAL PURPOSE

Salaries and fringe benefits of all Title I regular employees are automatically computed and processed by the Payroll Department and deducted from the Title I school-wide and cost center budgets. You will be given a list of employees paid with Title I (district) funds to verify at the start of each academic year.

GUIDELINES

All regular employees must be hired according to the Lafayette Parish School Board's Department of Human Resources guidelines and supervision. Title I guidelines require the hiring of highly qualified professional staff.

It is the principal's responsibility to submit a list of all employees paid via Title I school budget funds to the Title I Office at the beginning of each school year and must notify Title I during the school year as to any changes in personnel.

Should you need to eliminate a particular Title I employee position you will need to discuss the situation with the following:

1. Latikka Magee and Angela Trahan, Title I Office
2. Bruce Lienenger, Human Resources Department
3. Title I school employee(s)

In April, the principal will complete a form supplied by Title I. This form will need to include the number of employee(s) and position(s) to be eliminated. The Title I office will forward this form on to Mr. Lienenger in the Human Resources Department.

The Human Resources Department will then contact the employees and notify those affected by the eliminations.

PROCEDURE TO BE USED TO EXPEND FUNDS

Monthly payment of Title I employees goes through the same process as staff paid through general fund.

Regular monthly reporting of Title I staff absences should be made by the school. Absences must be reported and deducted accordingly from an employee's leave bank.

CAUTIONS

Do not attempt to hire anyone as a regular employee without the guidance and approval of the Department of Human Resources.

Interpretations of Reduction in Force policies are made by the Department of Human Resources.

119 CONSULTANT PAY FOR CURRENT & FORMER LPSS EMPLOYEES & PERSONNEL PREVIOUSLY ENROLLED IN TRSL

GENERAL PURPOSE

The 119 account category is specifically used for any current or former Lafayette Parish School System (LPSS) employees paid for consultant type services and outside consultants who have contributed to the TEACHERS RETIREMENT SYSTEM OF LA (TRSL).

GUIDELINES

119 funds and 320 funds are designed to pay for the same type service, but are not directly interchangeable without a **budget amendment**.

PROCEDURE TO BE USED TO EXPEND FUNDS

When utilizing funds for hiring in-parish consultants, the LPSS SUPPLEMENTAL PAY FORM must be used and insert that it is for In Parish Consultants (form may be found on the school's spreadsheet and in the Appendix section). In addition, please include a signed and verified TRSL form via human resources.

When utilizing funds for hiring in-parish consultants for technology related professional development, the LPSS SUPPLEMENTAL PAY FORM must be used and insert that it is for Technology-In Parish Consultants (form may be found on the school's jump drive and in Appendix section).

When utilizing funds for hiring an outside consultant who has contributed to TRSL, the Contract, along with a TRSL form signed and verified by Human Resources, must be submitted to Title I for approval 2 weeks prior to the in-service date. For payment to the individual, upon completion of the service, the individual is to complete **LPSS Outside Consultant/Contract Services Special Pay Form** which is then submitted to Title I for processing.

Supplemental pay is paid on or around the 12th of the following month.

The consultant payment system for current LPSS employees is as follows:

1. Workshop preparation is \$40.00 per hour (number of hours for preparation not to exceed two hours of preparation time for every hour of presentation).
2. Workshop presentation is \$40.00 per hour if given beyond the work day.
3. If workshop is during the regular school day, the employee consultant can only receive the \$40.00 per hour preparation fee.

123 SUBSTITUTE PAY

GENERAL PURPOSE

1. Funds allocated for substitutes must be used for the following Professional Development purposes only:
 - a. School-wide program employees to attend conferences and/or in-services
 - b. Grade level/Department planning time for teachers

GUIDELINES

Substitute teachers and regular staff members must be paid according to the Human Resources Department guidelines for services.

Pay for substitutes will follow Lafayette Parish School System's Substitute Pay Scale. Pay for a substitute is as follows:

Substitute Teachers*

Non-Degreed	\$ 55.00/day
Degreed w/ 4 year University degree	\$ 65.00/day
Certified	\$ 80.00/day

After (10) consecutive days for the same employee in the same school, pay will increase to:

Non-Degreed	\$ 63.00/day
Degreed w/ 4 year University degree	\$ 75.00/day
Certified	\$ 222.13/day

Substitute Teacher Assistants*

Non-Degreed & Highly Qualified	\$ 51.00/day
Highly Qualified	\$ 60.00/day
Degreed/ Highly Qualified	\$ 75.00/day

After (10) consecutive days for the same employee in the same school, pay will increase to:

Non-Degreed & Highly Qualified	\$ 78.47/day
Highly Qualified	\$ 89.04/day
Degreed/ Highly Qualified	\$ 89.04/day

PLEASE INDICATE WHETHER THE SUBSTITUTE IS NON-DEGREED, DEGREED, OR CERTIFIED ON THE PAY FORM BEING SUBMITTED.

*Adopted by LPSS Board on August 6, 2008.

CAUTIONS

- 1. All substitute forms submitted for payment must include a professional leave form.
- 2. Be sure to follow all LPSS policies on substitutes.
- 3. Substitute forms will not be processed unless signed by all individuals involved and completed in full.
- 4. Do not exceed any budget category.

PROCEDURE TO BE USED TO EXPEND FUNDS

- 1. Carbon substitute forms may be picked up in the payroll department.
- 2. All substitute forms must have the substitute’s name and signature (in blue ink), address, Access ID # and education status (ex: Certified, Degreed, Non-Degreed) and the signature of the principal verifying hours worked.
- 3. Be sure to put the proper account number on the form.
- 4. Attach a copy of the professional leave form to the substitute report form before submitting to the Title I Office.
- 5. Substitute forms must be turned in to the Title I Office on the last working day of the month.
- 6. Supplemental pay is paid on or around the 12th of the following month.

SUBSTITUTE PAY

ALLOWABLE	NON-ALLOWABLE
Any substitute pay for a teacher to attend professional development (Conferences and workshops when using Title I funds).	Substitute for teachers to attend field trips.
Classroom visitations.	CPR or CPI training.
Collaborative planning in grade levels or departments.	Any state/district mandated program training. Ex: Dibels (K-3), RTI (Tier 1), PBIS (Tier 1), etc.
	Teachers to accompany students to competition.
	Textbook adoption committees

129 TUTOR PAY

Funds allocated for tutoring are to be utilized when individuals at school-wide program schools are hired to tutor students during the regular day or after hours.

GUIDELINES

Pay for tutoring administered during the school day will follow Lafayette Parish School System's Tutoring Pay Scale. Pay is as follows:

Hourly Rate for Tutoring During the Day

Non-Degreed	\$ 8.00/hour
Degreed	\$ 10.00/hour
Certified	\$ 15.00/hour

Pay for tutoring administered before and after regular school hours by current and retired school system employees will follow Lafayette Parish School System's Tutoring Pay Scale. Pay for tutors employed by LPSS is as follows:

Hourly Rate for Tutoring Before and After School

Degreed Teachers	\$20.00/hour
Paraprofessionals	\$10.00/hour

PROCEDURE TO BE USED TO EXPEND FUNDS

1. Original signed **SUPPLEMENTAL PAY FORM** for tutoring must be turned in to the Title I Office on the last working day of the month.
2. Be sure to put the proper account number on the **SUPPLEMENTAL PAY FORM**. Indicate **TUTOR** in the "Type of Pay" section and whether or not enrolled in a state retirement system.
3. All **SUPPLEMENTAL PAY FORMS for tutoring** must have the tutor's signature (in blue ink), **Access ID #**, address and the signature of the principal verifying hours worked.
4. Give the date, the number of students being tutored, their grade level, the subject, the time of tutoring (**including AM and PM**) and the total hours. If the tutor eats with the students, please write a statement at the bottom of the form indicating this.
5. You must include the following:
 - the total # of hours worked must be plainly indicated,
 - the rate of pay must be indicated on the form,
6. While every effort will be made to correct any problem before returning the pay form for any corrections or additional documents, it may be necessary to return it without being processed.

CAUTIONS

1. School Board procedures and tax mandates prohibit utilizing other funds(s) and then reimbursement with Title I funds.
2. **SUPPLEMENTAL PAY FORMS for tutors** will not be processed unless signed by all individuals involved.
3. **When tutors are paid by the day, the tutor must work a minimum of 7 hours and must indicate if any lunch breaks are taken.** If the tutor attends lunch with students being tutored, they are paid for their lunch break; however, if the daily rate tutor does not attend lunch with their students, the tutor is not paid for their lunch break.
4. Do not exceed any budget category.
5. Supplemental pay is paid on or around the 12th of the following month.
6. All Supplemental pay forms are due on the last work day of the month. All administrators are encouraged to turn in any Supplemental Pay Form at the monthly administrators' meeting.
7. **Only 1 month of tutoring per form is accepted by accounting. Pay forms with more than one month of work will be returned for corrections**

150 STIPENDS PAY

GENERAL PURPOSE

Funds allocated for stipends are intended to be used when teachers at school-wide program schools attend workshops after hours, on weekends or in the summer.

PROCEDURE TO BE USED TO EXPEND FUNDS

When utilizing funds for paying stipends, the **LPSS SUPPLEMENTAL PAY FORM for stipends** must be used.

When utilizing funds for paying technology related stipends, the **LPSS SUPPLEMENTAL PAY FORM for stipends** must be used.

1. Hourly stipends are \$20 per hour for certified teachers. Exceptions to the above are as follows:
 - a. Materials compensation - Hourly stipends may be reduced or eliminated depending on the cost of materials given at the workshop or the cost of the workshop registration.
 - b. Certification or multi-day workshops - Hourly stipends may be reduced or eliminated depending on the cost of consultants, registration or complexity of the workshop.
 - c. School Committee Stipends - Schools may not pay personnel for school-related committee meetings before and after school hours. This would include School Improvement Committees, department meetings, SBLC etc.
 - d. Paraprofessionals should be paid \$10 per hour to attend after hours in-services. There will not be any stipends paid for course work required by the No Child Left Behind Act.
2. All stipends forms must have the staff member's signature (in blue ink), **Access ID #**, address and the signature of the principal verifying hours attended. **One agenda, as well as sign in sheets must also be attached to show date, time and event.**
3. **Only 1 month per form is accepted by accounting. Pay forms with more than one month of work will be returned for corrections.**

CAUTIONS

1. **The LPSS SUPPLEMENTAL PAY FORM** will not be processed unless signed (in blue ink) by individuals involved and approved by the appropriate supervisor(s).
2. Do not exceed any budget category.
3. Supplemental pay is paid on or around the 12th of the following month.
4. Give the date of the activity; insert N/A for number of students, grade and subject; insert the time of the session (**including AM and PM**) and the total hours.

STIPEND PAY

ALLOWABLE	NON-ALLOWABLE
Professional development before and after school.	Committee meetings of any type. Ex: School Improvement, Leadership Team, Department meetings, faculty meetings, etc.
Parental involvement outside of school hours.	

320 CONTRACTED SERVICES

GENERAL PURPOSE

Contracted Services refers to staff development and are to be used for consultant costs only. This requires a contract (dated prior to service) along with a TRSL form signed and verified by Human Resources, and an invoice (dated on or after service date)

1. This category pays for services supporting the instructional program and its administration. Included would be curriculum improvement services and contracted instructional services.
2. Also included would be payments to speakers to make presentations at the school level or district level workshops and in-service training programs.

GUIDELINES

1. You must submit a detailed contract to the Title I Office for approval prior to finalizing a contract for services under the 320 category.
2. A TRSL form signed and verified by Human Resources for individuals only. A TRSL form is not needed if the contractor is a company or corporation. A signed W-9 is required on all contracts whether individual or company.

PROCEDURE TO BE USED TO EXPEND FUNDS

1. Review parish guidelines for payment of consultants.
2. Contact prospective consultant to discuss specifics of services required and of payment for services.
3. Develop formal written contract with all specifics especially the "45 day statement" for invoicing and the debarment statement.
4. Discuss contract with the Title I office.
5. Obtain all original signatures and submit to Title I office for approval signature.
6. Submission of completed contracts must be at least 2 weeks prior to the contract date. If the consultant requires payment upon completion of services, this request must be submitted at least 3 weeks prior to the contract date. **Please clearly indicate on the contract the "45 day statement" for invoicing and the debarment statement.**
7. After the completion of the service submit an invoice with a copy of the contract to the Title I office.
8. Be sure to include the name of the individual or group to be paid and their complete address as well as the principal's approval.

TABLE 3 PROFESSIONAL SERVICES

Estimated Cost of Good or Service	Bidding Recommendation	Advertising Recommendation	Quoted By	Award of Contract
\$0-\$4,999	None	None	N/A	Purchasing
\$5,000-\$14,999	3 Written or Oral Quotations	None	Requestor/ Purchasing	Purchasing
\$15,000 & greater	Formal Request for Qualifications	Once a week for two consecutive weeks in local newspaper.	Purchasing	Board

CAUTIONS

1. These funds cannot be used to pay for staff to attend conferences and workshops that are off the school campus.
2. **Title I cannot make payment for services rendered before the contract is finalized.**
3. Bills are paid on the 25th of the month; therefore, all items to be processed on that month's check run must be turned into the Title I Office by the deadline date on the attached schedule (see page 7). Any bills received after this deadline date will be paid on the 25th of the following month. Some deviations from this schedule may occur due to holidays; **however, schools/cost center supervisors will be notified via email of any changes to this schedule.**
4. Consultants will need a Purchase Order to guarantee payment. A Purchase Requisition will need to be submitted via ALIO to the Title I office in order for a Purchase Order to be issued.

INVOICE

Please Remit To:
 CATAPULT LEARNING
 P.O. BOX 932300
 Atlanta GA 31193-2300

Page: 1
 Invoice No: CL019915
 Invoice Date: 04/21/2010
 Customer Number: 000202134
 Payment Terms: Net 30
 Due Date: 05/21/2010

AMOUNT DUE: \$ 4,300.00 USD

Customer:
 Lafayette Parish School System
 113 Chaplin Dr.
 Lafayette LA 70508

Amount Remitted

For billing questions, please call 215/592-7000

Original Invoice: CL019912 04/20/2010
 Prior Adjustment: CL019914

Line	Adj	Description	Inv Req	PO Ref	Unit Amt	Quantity	Net Amount
1		2009-2010 School Year Professional Development: Phonemic Awareness School Name: Lafayette Diocese Schools Date of Service: April 17, 2010			4,300.00	1.00	4,300.00
SUBTOTAL:							4,300.00
TOTAL AMOUNT DUE :							\$ 4,300.00

2000

Original

442 EQUIPMENT RENTAL

GENERAL PURPOSE

1. See General Fund Copier Purchasing Plan – Alternative to Lease-Purchasing. (see page 30)

PROCEDURE TO BE USED TO EXPEND FUNDS

1. Payment of equipment rental that were indicated in the budget you submitted must be instituted by the school.

All agreements must be for fiscal year (July – June).

Lease Agreements:

1. Obtain agreement from vendor.
2. Principal and vendor must sign agreement.

Please contact the Purchasing Department for specifics on all Lease Agreements.



LAFAYETTE PARISH SCHOOL SYSTEM

Business Services Division

Accounting * Finance * Payroll * Budget * Child Nutrition
Sales Tax * Warehouse * Accounts Payable * Purchasing * Transportation

113 Chaplin Drive, Lafayette LA 70508 • P. O. Drawer 2158, Lafayette LA 70502-2158
Phone: (337) 521-7300 Fax: (337) 521-7301

Inter-Office Memorandum

RECEIVED

To: School Principals and Department Administrators

DEC 01 2008

From: Billy Guidry, CPA *B Guidry*
Executive Director and Chief Financial Officer

Title I
Federal Programs

Date: November 19, 2008

RE: General Fund Copier Purchasing Plan – Alternative to Lease-Purchasing

On October 1, 2008, the Board approved a new General Fund Copier Purchasing Plan. This plan will be used as an alternative to lease-purchase financing. Under the new plan, a General Fund account will be used to purchase the copier in full. In turn, the General Fund will be reimbursed by the school/department, including a service fee of 4%. The reason for the 4% service fee is to offset the interest that the General Funds would have earned on investments. Those departments/schools who still wish to purchase a copier in full may still do so, as this plan is only for those who need to pay over time.

The advantage of this plan for schools/departments is the reduction in finance charges/processing fees that they would normally pay, ranging from 8% to 12%, to a fee of only 4%. The advantage to the school system is that 1) the system saves money overall, 2) billing becomes an internal process with no late fees, and 3) payments will be made only once per year and will be automatically deducted (see repayment section below).

Procedures for Acquiring a Copier:

1. Once a department or school has selected a copier using the Louisiana State Contract pricing, a requisition should be submitted to the Purchasing Department.
2. The Purchasing Department will calculate the payment schedule, including the 4% service charge. The payment schedule, along with a Copier Purchase Agreement will be sent to the school/department administrator. The administrator is to sign and date the agreement and provide the account number to be charged for annual payments. Once the agreement is complete, it should be returned to Purchasing.
3. A purchase order will then be issued for the purchase of copier(s) and the pink copy will be sent to the administrator. Upon receipt of the copier, the administrator will sign & date the pink copy and send it to Accounts Payable.

Repayment:

The purchase price of the copier, including the service charge, will be divided into four (4) annual payments. Schools/departments will be charged annually in July for copier payment(s). The account number provided by the school/department will be automatically charged.

PLEASE NOTE: As is the current practice, schools/departments will still be responsible for submitting a requisition to Purchasing for the copier *maintenance contract* annually for each new fiscal year (July 1).

Samples of the Copier Purchase Agreement and repayment schedule are attached for your information. If you have any questions, please call
Judy Vincent 521-7344.

Copier Purchase Agreement - Supplemental Schedule

School/Department: LOCATION TO BE DETERMINED				
DATE: <u>May 2, 2010</u>		Payment Information		
Equipment Information		PRINCIPAL		4% FEE
QTY	Make/Model/Description	Purchase Price	4,995.00	299.72
1	CANON IR5000E COPIER	TOTAL DUE to GF	5,294.72	
	BID QUOTE DATED 5/2/2010	4 Yr. Payout	÷	4
		Annual Payment	1,323.68	
		ANNUAL BREAKDOWN	1,248.75	74.93

I agree to pay 4 annual payments to the Lafayette Parish School System for the purchase of copier described above. I authorize the following account number(s) to pay the annual payment dollar amount to Business Services Division :

For Office use only:

I understand that the annual payment will be billed in July for the start of next fiscal year once the Board has approved the annual budget. Furthermore, I agree to keep this equipment for no less than 4 years.

Authorized
School/Department

Accepted
LPSS Business Services Division

Signature

Signature

Printed Name / Title

Printed Name

Grant Fund Approval Signature

Title

Printed Name / Title

*****NOTE***** No additional Purchase Requisition for this payment is necessary.

Lafayette Parish School System 2010 - 2011

Copier Purchase Agreement - Supplemental Schedule

Site: LOCATION TO BE DETERMINED

Description:

CANON IR3230 COPIER

	Principal	4% Fee
Purchase Price	4,995.00	
Less:		
Pmt #1- Fiscal Yr. 2009-2010	1,248.75	
Balance Forward	3,746.25	149.87
Pmt #2 Fiscal Yr. 2010-2011	1,248.75	
Balance Forward	2,497.50	99.90
Pmt #3 Fiscal Yr. 2011-2012	1,248.75	
Balance Forward	1,248.75	49.95
Pmt #4 Fiscal Yr. 2012-2013	1,248.75	
	-	
		299.72

This schedule is used to compute the 4% fee to be straight lined over a Four year Payment Schedule.

**0514 FIELD TRIP - SCHOOL BOARD BUS
510 FIELD TRIPS-ADMISSION OR OUTSIDE SCHOOL SYSTEM HIRED BUS**

GENERAL PURPOSE

Field trip costs are allowed if the field trip is of educational value to the student and is based on academic instruction taking place in the classroom. Field trips cannot be a reward without academic educational value.

GUIDELINES

Permission for field trips must be obtained from the principals and/or program supervisor then routed to the Transportation Department. These field trip request forms must be submitted as per parish guidelines. When preparing budgets for the upcoming academic year, money placed in the field trip category must have an accompanying list of possible field trips to be taken during the upcoming year.

PROCEDURE TO BE USED TO EXPEND FUNDS

1. Get all of the particulars about the field trip.
2. **School must submit a completed Pre-Trip Request Form (PRF) to Lisa Bernard in Transportation Dept.** Include an account # if a program is responsible for payment. Once signed by principal **and** program supervisor, bus drivers bring their LPSS Transportation Department Reimbursement Form to the Transportation Department.
3. After approval, finalize arrangements with bus drivers etc.
4. If Title I funds will ultimately pay admission then request permission to do so from the Title I Office.
5. Pay for admission out of other available school funds.
6. Submit check request form with appropriate documentation for reimbursement of admission fees already paid.
7. Be sure account numbers are on the check request forms.

CAUTIONS

1. All bus drivers can only be paid through the school board transportation department. Do not pay the bus driver with a school check.
2. **Title I cannot prepay admission fees.** You must use other funds and be reimbursed by Title I. An original receipt **MUST** be attached to the check request form.
3. When paying for transportation provided with a board owned bus or a contract driver, please refer to the information on page 34 on payment for after school tutoring runs.

510 TRANSPORTATION FOR TUTORING

GENERAL PURPOSE

Transportation costs are allowed for tutoring purposes.

GUIDELINES

Organize an academic tutoring program after school and the services of a bus for transportation for the students.

Title I school tutoring will continue to be coordinated by the Transportation Department. The following conditions apply:

- Both contract and board drivers may be utilized for these runs, preferably contracted drivers
- ALL Program Directors, School Administration or drivers shall submit their timesheets to the Transportation Department, located in the Central Office, by the **last working day of the month**.
- Applicable rates are \$12.00 per hour, with one hour minimum. No mileage necessary; rate listed below:

Board Driver/Contracted Driver	\$60.00/Total \$12.00/hour (1-3 hours) Remainder goes to bus fee (until \$60.00 limit is reached)
--------------------------------	--

- A rate of \$60.00 will be allowed per hour, per driver. The driver must report a worked hour on their timesheet. Drivers will only be paid for time worked. The remainder of the \$60.00 rate will be used as the bus fee.

CAUTIONS

1. Tutoring bus drivers must be paid according to the information detailed above. **Schools cannot negotiate a price with individual bus drivers, but must pay the \$60 per day for tutoring routes.** (Forms located in the Appendix section and on LPSS website.)

582 IN-STATE TRAVEL

GENERAL PURPOSE

1. In-state travel is a sum of money paid for travel expenses which includes mileage at a specified amount per mile plus per diem, hotel, registration fees, (for in-state conference related activities and other expenses).
2. Mileage going to in-state conferences is considered mileage and consists of automobile mileage.

GUIDELINES

1. All LPSS Travel Regulations, Business Services Manual Instructions & Title I requirements must be strictly adhered to for travel procedures and reimbursement requests.
2. All in-state travel must have been listed on the original budget or a budget amendment if Title I funds are to be used.
3. Prior approval on the LPSS Travel Form is required from your immediate supervisor. This expenditure is for all out-of-parish travel that will result in the use of Title I funds (form can be found on the LPSS website).
4. You must submit your travel request travel along with all supporting documentation at least 8 weeks prior to travel. If prepayment is requested, a check request with supporting documentation for these expenditures must be submitted 8 weeks prior to travel also. **Check requests must have the entire conference name typed out – NO ACRONYMS are to be used.**

PROCEDURE TO BE USED TO EXPEND FUNDS

DAY TRIPS

1. Complete the Travel Request portion of the LPSS Travel-Short Form in **BLUE INK**. Be sure to have the school administrator sign in **BLUE INK** for approval to leave your school. (This form can be found on the LPSS website.) **Do not fill in the Travel Expense Summary until the traveler returns from the trip.**
2. Submit travel form along with all documentation associated with the travel (copy of registration, Map Quest, **current** GSA per diem sheet, conference agenda, professional leave form and pre-conference form) to the Title I office for approval to use Title I funds (prior to conference).
3. Submit a check request for registration fees (8 weeks prior to conference) along with **1 completed copy of the registration form**. Attach all supporting documentation.
4. The approved travel form will then be sent back to the school so that it may be completed upon completion of travel.
5. If charged for parking at the conference, be sure to obtain a receipt in order to be reimbursed.

6. **Upon completion** of the trip, fill in the Travel Expense Summary portion of the LPSS Travel-Short Form in **BLUE INK**. Be sure to sign the bottom portion of the travel form **at this time** in **BLUE INK**. Have your administrator sign in **BLUE INK** for verification. ****If registration was paid with a check request, DO NOT include this total on the travel form.****
7. Submit the completed travel form to the Title I office within 2 weeks of returning. Include a copy of the conference agenda if you have not already done so and all original itemized receipts for taxi or parking taped to a Travel Receipts form according to dates. (Caution should be used when taping or writing on receipts as tape removes the ink off of the receipt.)
8. Unreasonable expenses will be questioned and may not be reimbursed.

OVERNIGHT TRIPS

1. Complete the Travel Request portion of the LPSS Travel Overnight Form in **BLUE INK**. If advance is needed, complete the Advance Request portion of the travel form at this time. Be sure to have your administrator sign in **BLUE INK** for approval to leave your school. Employee and administrator must both sign in **BLUE INK** for the advance. **Do not fill** in the Travel Expense Summary until the traveler returns from the trip. (This form can be obtained from the Print Shop.)
2. Submit travel form along with all documentation associated with the travel (copy of registration, Map Quest, GSA per diem sheet, hotel information, conference agenda, professional leave form and pre-conference form) to the Title I office for approval to use Title I funds (**prior** to conference).
3. Submit a check request for **registration and hotel fees** (8 weeks prior to conference) along with completed registration form and hotel information (with an extra copy to be mailed with the check). Appropriate documentation must be attached (proof of hotel rates or reservation, proof of payment showing last four digits of the individual's credit card etc.)
4. If an advance is requested, the approved travel form will be forwarded to the accounting department for processing. Once a check is cut, it will be sent to the individual's home along with the original travel paperwork. If an advance is not requested, the approved travel form will be sent back to the school so that it may be completed upon returning.
5. Be sure to obtain itemized receipts for hotel with a zero balance and parking if applicable.
6. Upon returning to work, complete the Travel Expense Diary. (This form can also be found on the LPSS website.) ****If registration and hotel were paid with a check request, DO NOT include these totals on the Travel Expense Diary.**** **At this time** complete the Travel Expense Summary portion of the LPSS Travel-Overnight Form in **BLUE INK**. Use the totals from the diary to fill in the amounts on the travel form. Be sure to sign the bottom portion of the travel form at this time in **BLUE INK**. Have your administrator sign for verification in **BLUE INK**.
7. Submit the completed travel form to the Title I office within 2 weeks of returning. Include an itemized hotel receipt with a zero balance, a copy of the conference agenda if you have not already done so and all original itemized receipts for taxi or parking **taped** to a Travel Receipts form according to dates.
8. Unreasonable expenses will be questioned and may not be reimbursed.

CAUTIONS

(The board has adopted travel guidelines and uses the GSA per diem rate for meal and hotel reimbursements.)

1. You must have an approved "LPSS Travel Form" prior to the day of departure.
2. When requesting an advance, only expenses for per diem and mileage are to be included when requesting an advance.
3. **The use of rental cars must be approved by the Superintendent, Deputy Superintendent for Instruction, and Title I Office in advance.**
4. Title I does not pay for alcoholic beverages; therefore, do not request reimbursement for alcoholic beverages!
5. You must have original receipts for hotel, cab or shuttle fare, etc. Follow the LPSS travel policy for specifics.
6. Cab fare will not be reimbursed if shuttles to and from the conference are available. For instance, cab fare to travel away from the conference site to have a meal is not considered a necessary reimbursement expense.
7. Credit card receipts are not accepted when submitting reimbursement requests for hotel, taxi and parking. These are not itemized, thus not acceptable.
8. Only expenses incurred when actually attending sessions are allowed. Any personal expenses during after hours are, of course, not covered by the account and are borne by the individual.
9. Mileage and per diem are not paid for conferences held in Lafayette Parish.

585 OUT-OF-STATE TRAVEL

GENERAL PURPOSE

Out-of-state travel is a sum of money paid for travel expenses that occur outside the state of Louisiana (for professional development related activities).

GUIDELINES

1. All LPSS Travel Regulations, Business Services Manual Instructions & Title I requirements must be strictly adhered to for travel procedures and reimbursement requests. **No travel request will be accepted after May 8, 2015.**
2. All out-of-state travel must have been listed on the original budget or a budget amendment.
3. Prior approval on a LPSS travel form by your administrator is required (LPSS Travel-Overnight Form).
4. When flying to a conference, use one of the following approved travel agencies to book airfare with agencies that will bill LPSS directly:

Bass Travel
Associated Travel
5. **You must obtain a reservation from the travel agency with a flight quote (not an Invoice). These agencies have a 24 hour turn around guarantee for pricing. You must then turn all paperwork in to Title I on the day that you get the flight quote so that we can process the paperwork and fax the approved travel form to the travel agency. We will then forward travel forms for the school-based administrators to the appropriate Director for approval.**
6. **In the event a traveler elects to drive instead of flying the following is needed:**
 - prior approval from the Assistant Superintendent (see page 61 for sample letter)
 - map quest and airfare comparison
7. If you choose to do business with other travel agencies or book flights on the internet, then you will be responsible for making payment. You may then request reimbursement for your expenses. This alternative, though, does not guarantee reimbursement to you. Please make sure you have prior approval before obligating your personal funds.
8. You must submit the travel request and the check request for prepayment **at least 8 weeks** prior to travel. This is to ensure payment for the per diem, registration fee, hotel and airfare, if applicable, to be paid in advance by Title I.
9. Only expenses incurred when actually attending sessions are allowed. Any personal expenses during after hours are, of course, not covered by the account and are borne by the individual.

PROCEDURE TO BE USED TO EXPEND FUNDS

1. Complete the Travel Request portion of the LPSS Travel Overnight Form in **BLUE INK**. If advance is needed, complete the Advance Request portion of the travel form at this time. Be sure to have your administrator sign for approval to leave your school in **BLUE INK**. Employee and administrator must both sign in **BLUE INK** for the advance. **Do not fill in the Travel Expense Summary until the traveler returns from the trip.** (This form can be obtained by placing an order from the Print Shop.)
2. Submit travel form along with all documentation associated with the travel (pre-conference travel form, copy of registration, Map Quest or airfare itinerary, GSA per diem sheet, hotel information, conference agenda if available and professional leave form-see Checklist for Travel Form) to the Title I office for approval to use Title I funds (**8 weeks prior to conference**).
3. Submit a check request for registration fees and/or hotel fees (8 weeks prior to conference) along with 1 completed copy of the registration form.
4. If an advance is requested, the approved travel form will be forwarded to the accounting department for processing. Once a check is cut, it will be sent to the individuals' home along with the original travel form. If an advance is not requested, the approved travel form will be sent back to the school so that it may be completed upon completion of travel.
5. Be sure to obtain itemized receipts for hotel with zero balance, taxi and parking if applicable.
6. **Upon returning to work**, complete a Travel Expense Diary form. ****If registration and/or hotel were paid with a check request, DO NOT include these totals on the Travel Expense Diary.**** At this time complete the Travel Expense Summary portion of the LPSS Travel-Overnight Form in **BLUE INK**. Use the totals from the diary to fill in the amounts on the travel form. Be sure to sign the bottom portion of the travel form at this time in **BLUE INK**. Have your administrator sign as verification in **BLUE INK**.
7. Submit the completed travel form to the Title I office within 2 weeks of returning to school or the district. Include an itemized hotel receipt with a zero balance, a copy of the conference agenda if you have not already done so and all original itemized receipts for taxi fees and/or parking taped to a Travel Receipts form according to dates.
8. Unreasonable expenses will be questioned and may not be reimbursed.

CAUTIONS

(The board has adopted travel guidelines and uses the GSA per diem rate for meal reimbursements.)

1. You must have an approved LPSS Travel Form prior to the day of departure. Do not expect reimbursement for travel that has not had prior approval.
2. When requesting an advance for overnight travel, please note that advances can only be given for **per diem and mileage**.
3. Per LPSS Travel Expense Reimbursement Regulations, **car rentals must be justified in writing and approved by the Superintendent or Assistant Superintendent and Director of Title I prior to commencement of travel**.
4. Title I does not pay for alcoholic beverages.
5. You must have original receipts for hotel, cab or shuttle fare and parking. No receipts, no reimbursement.
6. Cab fare will not be reimbursed if conference shuttles are provided. For instance, cab fare to travel away from the conference site to have a meal is not considered a necessary reimbursement expense; therefore, will not be reimbursed.
7. Credit card receipts are not accepted when submitting reimbursement requests for cab or parking. These are not itemized, thus not acceptable.

POSTAGE/TRAVEL

ALLOWABLE	NON-ALLOWABLE
Travel to support the goals in Schoolwide Plan.	Postage for report cards.
Parental Involvement postage for mail outs such as newsletters, parent contact information, etc.	Postage for mail meter machine.
	Travel not included in original budget or amendment.
	Travel not approved prior to the May 8, 2015 deadline for travel paperwork.

610 CONSUMABLE MATERIALS AND SUPPLIES

GENERAL PURPOSE

Consumable materials and supplies is an account used to pay for items that can become worn out, or deteriorated through use. **All computer software** regardless of cost, and equipment type materials valued at **less than \$5,000** etc. are considered Tech Materials & Supplies.

PROCEDURE TO BE USED TO EXPEND FUNDS

1. Before ordering supplies check the warehouse. All Warehouse requisitions must be submitted via ALIO to Title I for approval and processing if Title I funds are utilized for the purchase.
2. Before ordering supplies, check to see if the parish low bid vendor handles the item.
3. Print Shop orders must have a quote prior to submitting to Title I for approval prior to printing. **Do not bring orders to the Print Shop yourself.**
4. Prior to submitting requisition in ALIO, verify prices with the vendor before processing. If there are price discrepancies the vendor has to send back the P.O. to Purchasing, get approval, and the P.O. has to be revised before the order can be completed. Ask the vendor for shipping charges & enter it on the requisition. They can normally give you a closer estimate or actual figure.
5. Complete a requisition for the items needed with only the supplies for one vendor on one requisition form and submit to the Title I Office. **IN THE ITEM SECTION OF ALIO AFTER THE TYPED ORDER, INDICATE LOCATION OF ITEM(S) BY ROOM NUMBER.**
6. **Katie Sales would be the person you would check with on the status of a requisition/P.O.** If you have a copy of the P.O. over 4 weeks old and the materials are not being delivered then **check with the company** to determine when delivery to the district is expected.
7. **Annually each campus and department must keep an inventory of all Title I materials & supplies.**

GUIDELINES

1. All requests for 610 items must be submitted on a requisition form—if a purchase order is to be issued.
2. Complete a separate requisition form for each vendor.
3. Depending on the amount of the requisition, bids may be necessary (see LPSS Business Services Policies and Procedures Manual). An exception to this would be if you were to purchase materials from the vendor who was the parish low bidder for the year. This vendor can also usually give you a substantial discount on your materials.
4. All 610, 615 and 731 materials must be shipped to the LPSS warehouse for inventory and processing before going to the schools. You must notify Katie Sales of all direct vendor shipments to your school for Title I purchases.
5. **Should you for any reason receive the pink copy of the purchase order then you must return that pink copy to Katie Sales ASAP.**

6. The shipping cost is the responsibility of the person making the purchase. When completing a requisition, the “shipping cost” must be entered under the “order header” in the freight box. Requisitions must state how shipping charges were determined. If quoted by phone, then the name of the individual must be stated in the comment section of ALIO; if from a catalog, then indicate which catalog; if uncertain add 10% shipping charges. All written quotes must be uploaded in ALIO. This estimated shipping cost will encumber funds until delivery and payment occur and your account will be adjusted when actual payment is made. The shipping cost is the responsibility of the person making the purchase.
7. Do not under any circumstances authorize a change to a Purchase Order without prior approval from Purchasing and the Title I office.
8. If your materials are not delivered within a month then you will want to contact the vendor so that you do not lose your funds due to non-delivery by the district deadline.
9. **Do not purchase** or accept materials and then submit a requisition. Should this occur, your general fund account will be used to pay for the items.

Reminder: You cannot authorize substitutions. Substitutions must be authorized by the purchasing department.

CAUTIONS

1. Be sure that all regular expenses are accounted for before expending all 610 monies. Utilizing the spreadsheets prepared for you by Lisa Ashlock, and located on the Title I spreadsheet, will assist you in tracking expenses.
2. Do not wait until the end of the year to spend these funds as the deadline for submitting purchase orders is **Friday, February 13, 2015.**

TABLE 1 MATERIALS & SUPPLIES

Estimated Cost of Good or Service	Bidding Requirements	Advertising Requirements	Quoted By	Award of Contract
\$0-\$4,999	None	None	N/A	Purchasing
\$5,000-\$9,999	3 Written or Oral Quotations	None	Requestor/ Purchasing	Purchasing
\$10,000-\$19,999	3 Written Quotations	None	Requestor/ Purchasing	Purchasing
\$20,000 & greater	Formal Sealed Bids	Once a week for two consecutive weeks in local newspaper.	Purchasing	Board

MATERIALS AND SUPPLIES

ALLOWABLE	NON-ALLOWABLE
Instructional support, rewards to support PBIS in conjunction with RTI (Tier II and III interventions)	Foods that are not finger foods. Ex.: fried chicken, spaghetti, catered meals, meals prepared by the school cafeteria
Parental Involvement – finger foods for meetings (no catering) Ex.: cookies, bags of chips, cake, finger sandwiches, pizza	Envelopes with EIC 211
Envelopes with EIC 231 for Title I parent mail outs only	No tips when reimbursing. Ex.: pizza delivery
	PBIS Field Trips used as a reward
	Volunteer Luncheons, Grandparents' Day, awards ceremonies, athletic events
	Car Magnets or bumper stickers with EIC 231/211
	T-Shirts associated with PBIS (Tier 1)

731 EQUIPMENT

GENERAL PURPOSE

The equipment account allows for the purchase of items usually composed of a complex combination of parts such as electrical and/or mechanical items such as computers. Item must be valued at **\$5,000 and over**.

GUIDELINES

No equipment can be purchased without prior budgetary approval from the Title I State Department.

PROCEDURE TO BE USED TO EXPEND FUNDS

1. Decide on the type of equipment needed and get price quotes.
2. All items must be approved by the State Department in the original budget or in the budget amendment.
3. Verify prices with the vendor before processing. If there are price discrepancies the vendor has to send back the P.O. to Purchasing, get approval, and the P.O. has to be revised before the order can be completed. Ask the vendor for shipping charges & enter it on the requisition. They can normally give you a closer estimate or actual figure.
4. Complete a requisition of equipment and submit via ALIO to the Title I Office.
5. Make sure that the equipment received is properly tagged by LPSS warehouse personnel and is strictly inventoried by the school personnel.
6. If you have a copy of a P.O. older than 4 weeks and the materials are not being delivered then check with the company.
7. The school administrator is fully responsible for all equipment items purchased after the day of delivery. **Up-to-date inventory of the specific location of each piece of equipment is mandated and audited.**

CAUTIONS

1. You will not be allowed to purchase equipment type items if monies and the specific items have not been included in the original budget or in a budget amendment.
2. Purchase of equipment type items without prior approval from the Title I Director will not be reimbursed by Title I funds.
3. Purchase of equipment type items without prior approval from the State Department will not be reimbursed by Title I funds.
4. Be sure to include the cost of shipping in the cost of the item and where shipping cost was obtained.
5. Should the cost of the item be more than the monies in the budget, you will not be allowed to order the item unless funds are provided from some other source.

6. All 610, 615 and 731 materials will be shipped to the LPSS warehouse for inventory and processing before going to the schools.
7. The shipping cost is the responsibility of the person making the purchase. When completing a requisition, the "shipping cost" must be entered under the "order header" in the freight box. If there is no shipping cost, please write or type the word "none" in the shipping blank. Requisitions must state where shipping charges come from. If quoted by phone, then the name of the individual must be stated in the comment section of ALIO; if from a catalog, then indicate which catalog; if uncertain add 10% shipping charges. All written quotes must be uploaded in ALIO. This estimated shipping cost will encumber funds until delivery and payment occur and your account will be adjusted when actual payment is made. The shipping cost is the responsibility of the person making the purchase.
8. **Should you for any reason receive the pink copy of the Purchase Order, you must return that pink copy to Katie Sales ASAP.**
9. Do not under any circumstances authorize a change to a Purchase Order without prior approval from Purchasing and Title I.
10. If your materials are not delivered within 1 month then you will want to contact the vendor so that you do not lose your funds due to non-delivery by the deadline.
11. Reminder: You cannot authorize substitutions. **Substitutions must be authorized by the Purchasing department.**
12. Deadline for submitting requisitions is **Friday, February 13, 2015.**

733 FURNITURE

GENERAL PURPOSE

The furniture account allows for the purchase of items usually used for sitting, as a support for writing and work activities. Item must be valued at \$5,000 and over. Only tables for computer stations, as well as a student chair, can be purchased with Title I money.

GUIDELINES

No furniture items can be purchased without prior budgetary approval from the State Department.

PROCEDURE TO BE USED TO EXPEND FUNDS

1. Decide on the type of furniture needed and get price quotes.
2. All items must be approved by the State Department in the original budget or in the budget amendment.
3. Verify prices with the vendor before processing. If there are price discrepancies the vendor has to send back the P.O. to Purchasing, get approval, and the P.O. has to be revised before the order can be completed. Ask the vendor for shipping charges & enter it on the requisition. They can normally give you a closer estimate or actual figure.
4. Complete a requisition of furniture and submit via ALIO to the Title I Office.
5. When received make sure that the furniture is properly tagged by Title I warehouse personnel and is strictly inventoried.
6. If you have a copy of the PO and the materials are not being delivered then check with the company.

CAUTIONS

1. You will not be allowed to purchase furniture type items if monies have not been included in the original budget or in a budget amendment.
2. Purchase of furniture type items without prior approval from the Title I Office will not be reimbursed by Title I funds.
3. Purchase of furniture type items without prior approval from the State Department will not be reimbursed by Title I funds.
4. Be sure to include the cost of shipping on the requisition.
5. Should the cost of the item be more than the monies in the budget you will not be allowed to order the item unless funds are provided from some other source
6. All 610, 615, 731 and 733 materials will be shipped to the Federal Programs receiving warehouse for inventory and processing before going to the schools.

7. The shipping cost is the responsibility of the person making the purchase. When completing a requisition, the "shipping cost must be entered under the "order header" in the freight box. If there is no shipping cost, please type the word "none" in the shipping blank. Requisitions must state where shipping charges come from. If quoted by phone, then the name of the individual must be stated in the ALIO comment box; if from a catalog, then indicate which catalog; if uncertain add 10% shipping charges. All written quotes must be attached. This estimated shipping cost will encumber funds until delivery and payment occur and your account will be adjusted when actual payment is made. The shipping cost is the responsibility of the person making the purchase.
8. **Should you for any reason receive the pink copy of the PO then you must return that pink copy to Katie Sales ASAP.**
9. If your materials are not delivered within 4 weeks then you may want to contact the vendor so that you do not lose your funds due to non-delivery by the deadline.
10. Do not under any circumstances authorize a change to a Purchase Order without prior approval from purchasing.
11. Deadline for submitting purchase orders is **Friday, February 13, 2015.**

ALLOWABLE	NON-ALLOWABLE
Computer tables and student chairs to accompany this computer table.	Book shelves and storage cabinets.
	Table top desks with student chair; student desks.

Principals' Attestation on Teacher and Paraprofessional Qualifications

The No Child Left Behind Act of 2001 (NCLB) requires Title I building administrators to sign an annual attestation stating whether or not a school is in compliance with the requirements of NCLB/ESEA Section 1119. Included with this memorandum is the required attestation form; complete, file original in the Title I school box and submit a copy to the Office of Federal Programs.

A. WHAT THE ATTESTATION COVERS

The NCLB Act requires that you attest as to your school's compliance with Section 1119. Section 1119 includes six requirements about teacher and paraprofessional qualifications that apply to your school:

1. **Newly hired teachers.** Each teacher hired after the first day of the 2002—03 school year and teaching in a program supported with Title I, Part A funds must be "highly qualified," as defined in our state.
2. **Existing teachers.** All teachers hired on or before the first day of the 2002—03 school year in our district must be highly qualified.
3. **Newly hired paraprofessionals.** Title I paraprofessionals hired after January 8, 2002, must have one of three qualifications:
 - Two years of higher education, which is equivalent to 48 credit hours;
 - An associate's degree; or
 - A passing score on our state's paraprofessional assessment.
4. **Existing paraprofessionals.** With only limited exceptions, paraprofessionals hired on or before January 8, 2002, who work in programs receiving Title I funds must meet the standards for newly hired paraprofessionals.
5. **All paraprofessionals.** Effective immediately, and again with only limited exceptions, all Title I paraprofessionals—regardless of hire date—must have a high school diploma or a recognized equivalent.
6. **Paraprofessional duties.** Title I paraprofessionals may not perform classroom instruction unless supervised by a qualified teacher and may not perform more non-educational duties (like hall monitoring) than non-Title I paraprofessionals.

If your school is currently in compliance with all six of the requirements, check line 1 on the attestation. Please do not check line 1 unless you are certain that you are in compliance with all of the above requirements. Some schools have not yet achieved full compliance. If this is the case for your school, check line 2 on the attestation.

B. OPTION TO INCLUDE ADDITIONAL INFORMATION

You have the option of including additional information on the attestation, describing the qualifications of your teachers and paraprofessionals. You may include this information only if it is:

- Accurate, with supporting documentation;
- Factual, avoiding opinions or other judgments; and
- Doesn't identify any individual.

Examples of information that you may add to your attestation include:

- Average number of years of teaching or paraprofessional experience.
- Percentage of teachers with a bachelor's degree or higher.
- Percentage of staff members with state certification in special areas, such as bilingual education, or gifted.
- Descriptions of what your school is doing to help teachers and paraprofessionals get the required credentials, such as offering on-site coursework, aiding in preparation for state assessments, or creating a professional development plan.

C. DEADLINE

Return a copy of the signed, completed attestation no later than **Friday, October 20, 2015.**

D. AVAILABILITY OF COPIES

The NCLB Act requires that copies of the attestation be kept at both the school and the district's main office and be available to the public upon request. Neither the school nor LEA is required to provide parents with a copy of this information unless requested to do so.



PRINCIPAL ATTESTATION

The Elementary and Secondary Education Act (ESEA) No Child Left Behind Act of 2001, states in ESEA Section 1119(i) that each local educational agency shall require that the principal of each school operating a Title I program under ESEA Section 1114 (Schoolwide) or Section 1115 (Targeted Assistance) attest annually in writing as to whether such school is in compliance with the requirements of Section 1119. In addition, copies of attestations shall be:

1. Maintained at each school,
2. Maintained at the school district, and
3. Available to any member of the general public on request

The Lafayette Public School District works to fill all available positions in accordance with the requirements of ESEA Section 1119. This includes:

- hiring teachers and paraprofessionals who have met the highly qualified regulations outlined in state and federal law, and
- if needed, developing a plan to ensure all teachers and paraprofessionals are highly qualified.

The District's office of Human resources work with the principals to coordinate a process to fill available positions and ensure that both candidates and staff in Title I buildings meet the HQT requirements.

Statement

I hereby attest that _____ School

1. _____ is
2. _____ is not yet

in compliance with the requirements of Section 1119 of ESEA.

If not in compliance, indicate below the area of non-compliance:

- _____ 1. Newly Hired Teachers
- _____ 2. Existing Teachers
- _____ 3. Newly Hired Paraprofessionals
- _____ 4. Existing Paraprofessionals
- _____ 5. All Paraprofessionals
- _____ 6. Paraprofessionals Duties

Print Name _____

Principal's Signature _____ Date _____

Lafayette Parish Schools Tuition and PRAXIS Assistance

Purpose

During the 2014-2015 school year, federal funds are available to provide tuition and PRAXIS assistance for teachers working to gain standard state certification and/or Highly Qualified status in the area(s) of their current teaching assignment.

The purpose of these funds is to:

- Increase the number of classroom teachers in the core content area(s) that hold the appropriate standard state certification for their teaching assignment; and
- Increase the number of classroom teachers in core content area(s) that meet the "Highly Qualified Teacher" (HQT) requirements as defined by the No Child Left Behind Act of 2001 (NCLB).

After funds have been used to address **ALL** of the certification needs of the teachers in the core content areas, then remaining funds may be used to support classroom teachers seeking certification in other core content areas or in high need areas as determined by Human Resources (HR) and the Office of Federal Programs (OFP).

LPSS Guidelines for Eligibility

- To be eligible for reimbursement, the courses taken **must** be courses which will help the teacher become certified or highly qualified in the area of their current teaching assignment or in an area designated/identified as a critical need determined appropriate by LPSS HR and/or OFP.
- No reimbursement for tuition fees for coursework will be paid without prior approval as indicated on the completed **Federal Programs Teacher Tuition Assistance Application**.
- A maximum for \$1,000 per approved teacher will be granted during designated timeframes
- Tuition for credit courses may be paid for participants who successfully complete **approved courses** as evidenced by a grade of A, B, C or Pass for a Pass/Fail course. Reimbursement is **not allowed** for non-credit courses.
- Teachers will only be reimbursed for passed PRAXIS exams that assist with obtaining standard state certification and/or Highly Qualified status.

For additional information, please visit: <http://www.lpssonline.com/uploads/tuitionasst.pdf>

Lafayette Parish Schools Tuition and PRAXIS Assistance

Purpose

During the 2014-2015 school year, federal funds are available to provide tuition and PRAXIS assistance for teachers working to gain standard state certification and/or Highly Qualified status in the area(s) of their current teaching assignment.

The purpose of these funds is to:

- Increase the number of classroom teachers in the core content area(s) that hold the appropriate standard state certification for their teaching assignment; and
- Increase the number of classroom teachers in core content area(s) that meet the "Highly Qualified Teacher" (HQT) requirements as defined by the No Child Left Behind Act of 2001 (NCLB).

After funds have been used to address **ALL** of the certification needs of the teachers in the core content areas, then remaining funds may be used to support classroom teachers seeking certification in other core content areas or in high need areas as determined by Human Resources (HR) and the Office of Federal Programs (OFP).

LPSS Guidelines for Reimbursement

- To be eligible for reimbursement, the courses taken **must** be courses which will help the teacher become certified or highly qualified in the area of their current teaching assignment or in an area designated/identified as a critical need determined appropriate by LPSS HR and/or OFP.
- No reimbursement for tuition fees for coursework will be paid without prior approval as indicated on the completed **Federal Programs Teacher Tuition Assistance Application**.
- A maximum for \$1,000 per approved teacher will be granted during designated timeframes.
- Tuition for credit courses may be paid for participants who successfully complete **approved courses** as evidenced by a grade of A, B, C or Pass for a Pass/Fail course. Reimbursement is **not allowed** for non-credit courses.
- Teachers will only be reimbursed for passed PRAXIS exams that assist with obtaining standard state certification and/or Highly Qualified status.

Approval Process

- Submit the **Federal Programs Teacher Tuition Assistance Application** or **PRAXIS Reimbursement Request** form to Kaylum Vead, LPSS Office of Human Resources.
- Mr. Vead will review the application and if approved, submit to the Office of Federal Programs. If the application is denied, he will indicate the rationale and provide additional assistance.
- Official PRAXIS documentation must be approved by Mr. Vead prior to OFP reimbursement.
- Once application is approved and course work has been complete, submit a check request and all applicable documentation to the Office of Federal Programs for review and payment processing.

Timeline for Reimbursement

Funds must be used to cover expenses incurred from July 1, 2014, through June 30, 2015.

- July 1, 2014 to December 31, 2014 (\$1,000 maximum amount per timeframe)
- January 1, 2015 to June 30, 2015 (\$1,000 maximum amount per timeframe)

Documentation Required for Reimbursement

Assistance with PRAXIS Fees

1. LPSS will only reimburse teachers for PRAXIS exams passed
2. Proof of test date, test taken, and amount of paid registration fee (Reimbursement for late fees charges will not be granted.)
3. Copy of PRAXIS scores

Notes: Upon request, ETS will send an -email giving all of the required information.

Assistance with Tuition

1. Tuition reimbursement will not be approved if an applicable PRAXIS exam is available to obtain state standard certification and/or HQT status.
2. **Federal Programs Teacher Tuition Assistance Application** must be **completed and signed** by the applicant, school principal, Human Resources designee, and Federal Programs Director or Assistant Director **prior** to the semester in which course work is completed.
3. Proof of payment of tuition
4. Copy of official transcript verifying course completion/grade earned

Notes: Tuition reimbursement may not be approved if:

- An applicable PRAXIS exam is available for certification/HQT status
- Course work does not assist with obtaining certification/HQT status
- Prior approval was not granted
- Reasons deemed appropriate by LPSS HR and/or OFP

APPENDIX

(BLANK FORMS)

**LAFAYETTE PARISH SCHOOL SYSTEM
OUTSIDE CONSULTANT / CONTRACT SERVICES
SPECIAL PAY FORM**

ACCOUNT# _____

NAME(Print or Type) _____

SOCIAL SECURITY # _____

ADDRESS: _____

Active TRSL Member _____ Retired TRSL Member _____ (Check One)

PROFESSIONAL SERVICES RENDERED: _____

PAYMENT DUE:

		X	\$ Rate of Pay	=	\$
Date of Service	Totals Hours/Days				

		X	\$ Rate of Pay	=	\$
Date of Service	Totals Hours/Days				

		X	\$ Rate of Pay	=	\$
Date of Service	Totals Hours/Days				

TOTAL DUE \$ _____

Please Sign In Blue Ink. Thank You!

Contract Services _____ Date: _____
 Provided By Signature of Consultant/Contractor

Approved: _____ Date: _____
 Cost Center Supervisor

Approved: _____ Date: _____
 Grant Supervisor (If Applicable)

**LAFAYETTE PARISH SCHOOL SYSTEM
CONTRACT/CONSULTANT SERVICES EARNINGS
VERIFICATION OF TEACHERS RETIREMENT SYSTEM OF LA (TRSL) STATUS**

*****A determination of TRSL status must be verified on all Contract/Consultant Earnings before payment can be processed.*****

Name of Contractor/
Consultant _____

Social Security # _____

Are you currently an active or vested member of TRSL? _____ YES ** _____ NO

Are you a retired TRSL member? _____ YES ** _____ NO

**** If you answered YES to any of the above questions, payment will have to be processed through the LPSS Payroll Dept. on the supplemental payroll run on the 12th of the month. Prior to payroll processing the Contractor will need to register with the Lafayette Parish Human Resources Department to be enrolled through Lafayette Parish with the Teachers Retirement System. Failure to register with the Human Resources Department will delay payment to the contractor.**

I verify that the above information is true and correct. It will be my responsibility to notify the LPSS Human Resources Dept. of any changes in my TRSL status.

Contractor Signature _____

Verified TRSL Status: _____
Human Resource Dept. Representative

Date Verified _____

A completed copy of this form must be provided to the Contractor/Consultant and a copy must be attached to the Contract.

White/Human Resources

Yellow/Consultant

Pink/Contract

Travel Checklist

Checklist for Travel	Yes	No
Pre-Conference Travel Form		
Travel Request Form-Short or Overnight		
Supervisor's Signature (BLUE INK)		
GSA Per Diem Sheet		
Agenda		
Registration Information		
Proof of Conference Hotel		
Check Request – Hotel		
Airfare – Itinerary/Quote		
Check Request-Airfare (Only applicable if using a company other than Bass or Associated Travel)		
Mileage via Mapquest.com		
UPON RETURN: <ul style="list-style-type: none"> • Travel Expense Diary • Original Receipts (hotel - must reflect \$0 balance, baggage, etc.) 		

Checklist for Travel	Yes	No
Pre-Conference Travel Form		
Travel Request Form-Short or Overnight		
Supervisor's Signature (BLUE INK)		
GSA Per Diem Sheet		
Agenda		
Registration Information		
Proof of Conference Hotel		
Check Request – Hotel		
Airfare – Itinerary/Quote		
Check Request-Airfare (Only applicable if using a company other than Bass or Associated Travel)		
Mileage via Mapquest.com		
UPON RETURN: <ul style="list-style-type: none"> • Travel Expense Diary • Original Receipts (hotel - must reflect \$0 balance, baggage, etc.) 		

Checklist for Travel	Yes	No
Pre-Conference Travel Form		
Travel Request Form-Short or Overnight		
Supervisor's Signature (BLUE INK)		
GSA Per Diem Sheet		
Agenda		
Registration Information		
Proof of Conference Hotel		
Check Request – Hotel		
Airfare – Itinerary/Quote		
Check Request-Airfare (Only applicable if using a company other than Bass or Associated Travel)		
Mileage via Mapquest.com		
UPON RETURN: <ul style="list-style-type: none"> • Travel Expense Diary • Original Receipts (hotel - must reflect \$0 balance, baggage, etc.) 		

Checklist for Travel	Yes	No
Pre-Conference Travel Form		
Travel Request Form-Short or Overnight		
Supervisor's Signature (BLUE INK)		
GSA Per Diem Sheet		
Agenda		
Registration Information		
Proof of Conference Hotel		
Check Request – Hotel		
Airfare – Itinerary/Quote		
Check Request-Airfare (Only applicable if using a company other than Bass or Associated Travel)		
Mileage via Mapquest.com		
UPON RETURN: <ul style="list-style-type: none"> • Travel Expense Diary • Original Receipts (hotel - must reflect \$0 balance, baggage, etc.) 		



Pre-Conference Travel Form

Name: _____

Traveler's Cell Number: _____ Conference: _____

Conference dates: _____ Email Address _____

Position _____ Grade Level _____

Have you moved in the last six months? _____ If yes please complete previous address line below.

Previous address: _____

1. Describe in detail how the professional development training aligns with the current needs identified in your Title I action plans.

2. Describe your strategies for the redelivery of information obtained as a result of the professional development activity (i.e. faculty meeting, team meeting, grade level meeting etc.).

Type of Meeting:

Date of the meeting

3. Describe your method of ensuring classroom implementation of the activities/strategies (include examples of how implementation will be documented).

- An agenda and sign in sheet to show that redelivery did occur.
- Handouts if they were distributed during the meeting.
- All documentation should be filed in your Title I binder.

Important:

- I understand that once my travel request form has been sent to the Office of Federal Programs I am obligated to travel. Failure to travel will result in the public school's repayment for all expenses to the Lafayette Parish School System within five business days.
- I understand that once an airline ticket has been secured for my use I am automatically the owner of the ticket. Failure to use the ticket will result in the repayment of the airline ticket cost to LPSS within five business days.
- I understand that any changes in travel that is not pre approved by the Office of Federal Programs will not be reimbursed to the traveler regardless of the situation.

Attendee's Signature Date

Principal's Signature Date

Federal Programs Date

{Names of Travelers} will be attending the { Name of Conference} in { City, State} on {Dates of conference}. They are requesting permission to drive instead of fly. A cost comparison is being submitted to the Office of Federal Programs to drive which was quoted in the amount of { amount to drive} and the cost to fly was quoted in the amount of {amount to fly}. (All are attached for your review).

The Office of Federal Programs will follow the Budget and Accounting Policy and pay each traveler the lesser of the two. Therefore, each traveler will receive {lesser amount from drive/fly quotes} for transportation expenses.

Name and Signature of Traveler

I, Sandra Billeaudeau, give permission for these Travelers to drive instead of fly to the above mentioned Conference.

Sandra Billeaudeau

Assistant Superintendent

LPSS TRAVEL - SHORT FORM

(One-Day Trips - In Lafayette or Surrounding Parishes - No Overnight Travel)

TRAVEL REQUEST

Estimated Cost of Trip: \$

Account #: _____

Employee Name: _____

Home Mailing Address: _____

City / State / Zip: _____

School/Department: _____

Destination (City/State): _____

Purpose: _____

Date of Travel:

<input type="checkbox"/> Permission Granted <input type="checkbox"/> Permission Denied <input type="checkbox"/> More Info Needed	PRINCIPAL APPROVAL:	SUPERVISOR APPROVAL:
--	----------------------------	-----------------------------

TRAVEL EXPENSE SUMMARY (Attach Receipts)

	Account Number to Charge	Amount Paid or Incurred by Employee
1) Registration / Conference Fees		\$
2) Mileage: (see log below)		\$
3) Meal Per Diem (tip included): <i>(Note: Attach a copy of the per diem locality rate page, for city traveled, from the IRS website.)</i> <i>(Limited to 1/3 of the IRS Maximum Federal Per Diem Rate for M&IE for official trips within a 100 mile radius outside of Lafayette Parish)</i>		\$
4) Other Expenses: (specify)		\$
		\$
		\$
		\$
Total Expenses Paid & Due Employee:		\$

Employee Signature: _____

(I hereby certify that the above expenditures represent funds spent for legitimate LPSS purposes and include no items of a personal nature.)

SUPERVISOR APPROVAL:

Note: Remember to Follow the LPSS Travel Expense Reimbursement Regulations Policy DJDA-R.

Mileage Log for This Trip	
# of Miles	Travel From/To
Total Miles @ _____ cents per mile = \$ _____	

Form Date: 02-12-01
Revised: 07-01-05

Travel Receipts

Taxi Receipts

Parking Receipts

LPSS TRAVEL EXPENSE DIARY

Employee Name: _____

Business Trip To: _____

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
DATES:							

TOTAL:

1) **Registration/Conference Fees:** _____

2) **Other Transportation:**

<i>Airfare:</i>								
<i>Other Common Carrier:</i>								
<i>Car Rental:</i>								
<i>Tolls:</i>								
<i>Parking:</i>								
<i>Taxi:</i>								
Sub-Total for Other Transportation:								

3) **Automobile Mileage:** _____
(Use separate form for mileage and attach)

4) **Hotel/Lodging:** _____

5) **Daily Per Diem for Meals (tip included):** _____

(Note: Attach a copy of the per diem locality rate page, for city traveled, from the IRS website.)

6) **Other Expenses:**

<i>Telephone Charges:</i>								
<i>Baggage / Handling Tips:</i>								
Other: _____								
Other: _____								
Other: _____								
Other: _____								
Other: _____								
Sub-Total for Other Expenses:								

Grand Totals: _____

Form Date: 11-01-00
 Revised: 07-01-05

(Transfer Totals to LPSS Travel - Overnight Form: Travel Expense Summary Section)

The two totals above should be the same amount

FEDERAL USE ONLY

Approved by: _____

PRINT SHOP REQUISITION



LAFAYETTE
PARISH SCHOOL SYSTEM

PRINT SHOP USE ONLY

Invoice# _____
Quote:\$ _____ By _____
C _____ R _____

Date of Request: _____ Date Required: _____ #of Copies _____

School / Department: _____ Requested By _____

Phone#: _____ Acct# _____ SCH CK# _____

Description: _____

PRINTING INSTRUCTIONS

(PLEASE MAKE APPROPRIATE SELECTIONS FROM CHOICES BELOW)

NUMBER OF ORIGINALS

Print Front Only _____

Print Front&Back _____

PAPER SIZE

8 1/2 x 11 Letter
 8 1/2 x 14 Legal
 11 x 17
 Other _____

PAPER CHOICE

Regular
 Cardstock
 Letterhead
 NCR
 Envelopes
 Parchment
 Hopper Hots

PAPER COLOR

White
 Yellow
 Blue
 Green
 Ivory
 Pink
 Gray

OTHER SERVICES

Color Ink
 Laminating
 Spiral Binding _____
 Collating
 Cutting
 Folding
 3 Hole Punch
 Shrink Wrap# _____
 Scoring
 Perforate
 Stapled 1 Or 2
 Glue
 Numbering

NCR

2PT
 3PT
 4PT
 5PT
 6PT

HOPPER HOTS COLOR

Red
 Blue
 Green
 Gold
 Orange
 Purple
 Pink
 Yellow

CARDSTOCK COLOR

White
 Yellow
 Blue
 Green
 Ivory
 Pink
 Gray

ENVELOPES

10 Regular
 # 10 Windows

Special Instructions: _____

PRINTER INFORMATION

DATE COMPLETED _____ COMPLETED BY: KAY RICK BILL JAMI EQUIPMENT A B C 7086 P

BINDERY INFORMATION

DATE COMPLETED _____ COMPLETED BY: KAY RICK BILL JAMI CALLED _____

RECIPIENT INFORMATION

RECEIVED BY _____ DATE _____

PLEASE SUBMIT YOUR REQUISITION **2 WEEKS** BEFORE DATE REQUIRED!
JOB **WILL NOT BE COMPLETED UNLESS ACCOUNT IS SHOWN ABOVE.**

White/Original

Yellow/Print Shop

Pink/Delivery

Gold/Customer

RRR2009



Title I – Request for Technical Assistance

School Name: _____

Employee Name: _____ Position: _____

Email Address: _____ Contact Numbers: (Office) _____

(Cellular) _____

Area(s) of Assistance Needed:

- | | |
|--|--|
| <input type="checkbox"/> Comprehensive Needs Assessment | <input type="checkbox"/> Observation/Monitoring |
| <input type="checkbox"/> Schoolwide Program Plan | <input type="checkbox"/> Parental Involvement |
| <input type="checkbox"/> Personnel/Duties | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> School Budget | <input type="checkbox"/> Neglected or Delinquent |
| <input type="checkbox"/> Instructional Plan for Improvement | <input type="checkbox"/> Inventory |
| <input type="checkbox"/> Limited English Proficient | <input type="checkbox"/> Homeless Education Services |
| <input type="checkbox"/> Educational Software | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Highly Qualified (Teachers and Paras) | |

Availability:

Dates	Time
_____	_____
_____	_____
_____	_____

Comments:

Employee Signature: _____ Date: _____



Technical Assistance Form

Location: _____

Date: _____

Purpose of Visit:

- | | |
|--|--|
| <input type="checkbox"/> Comprehensive Needs Assessment | <input type="checkbox"/> Observation/Monitoring |
| <input type="checkbox"/> Schoolwide Program Plan | <input type="checkbox"/> Parental Involvement |
| <input type="checkbox"/> Personnel/Duties | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> School Budget | <input type="checkbox"/> Neglected or Delinquent |
| <input type="checkbox"/> Instructional Plan for Improvement | <input type="checkbox"/> Inventory |
| <input type="checkbox"/> Limited English Proficient | <input type="checkbox"/> Homeless Education Services |
| <input type="checkbox"/> Educational Software | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Highly Qualified (Teachers and Paras) | |
| <input type="checkbox"/> Attestation Forms | |
| <input type="checkbox"/> Parent Notification Letters | |
| <input type="checkbox"/> NonHQT Prescriptive Plans | |

Meet with:

- | | | |
|--|---|---|
| <input type="checkbox"/> Principal/Assistant Principal | <input type="checkbox"/> Site Manager | <input type="checkbox"/> Case/Social Worker |
| <input type="checkbox"/> Parent(s) | <input type="checkbox"/> Computer Proctor | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Teachers(s) | <input type="checkbox"/> Counselor | <input type="checkbox"/> Other _____ |

Notes:

Additional Assistance Needed:

Next Steps:

LPSS Central Office Personnel

Site Based Personnel