DONNA
INDEPENDENT SCHOOL DISTRICT
"THE DISTRICT"

Business & Finance Symposium

August 11, 2022

Federal and SCE Programs

Presented by:
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Federal & SCE Programs

Staff
Nelida Alvarado, Coordinator
Ana De Hoyos, Accountant
Victoria Zavala, Secretary
Elva Guerrero, Clerk

GRANTS

DONNA ISD MISSION STATEMENT
The mission of Donna ISD is to provide a rigorous and supportive learning environment with meaningful and relevant learning experiences that inspire creativity, character development, and critical thinking that ensures educational excellence for all students.

DONNA ISD VISION
All Donna ISD students are empowered with academic and life skills to boldly lead and achieve personal success in a global society.

DONNA ISD NUMBER ONE OUTCOME
To graduate all students per their expected graduation date, ready for college career, or military.

OUR SHARED BELIEFS
- Every child has the right to learn and deserves a passionate teacher in an engaging environment.
- Our schools are the responsibility of our community.
- Everyone thrives in a positive school culture that values respect, trust, diversity, and dignity.
- Establishing positive student, faculty, and parent relationships is key to student academic success.
- Teachers need to feel supported/motivated and provided with the necessary resources that will ensure student success.
- Social and emotional skills are developed from the elementary to the high school, leading to students finding their passion.
- All students deserve a quality and well-rounded education.

DISD STRATEGIC PLAN GOALS
- Goal 1: Focus on Student Success
- Goal 2: Focus on Family & Community Engagement
- Goal 3: Focus on Operational Excellence
- Goal 4: Focus on Employee & Organizational Excellence
- Goal 5: Focus on Financial Stewardship

Purpose

➢Help an administrator understand the different types of State & Federal entitlements and its intended purpose and goals.

➢On a yearly basis or fiscal year, your campus is allocated State and Federal dollars.

➢Think of these dollars as a variety of different buckets of funding with each one having its own purpose and goals.

Title I Part A
Fund 211

SCE
Fund 164

Bilingual
Fund 263

State Mandated Programs

➢Students identified, via PEIMS by special program (Special Ed, Bilingual, & At-Risk), generate funding at the State level. Funding generated is allotted to school districts based on approved legislative State budgets on a yearly basis. Funding generated must be budgeted and allocated to campuses for program usage and to serve only those identified students. Funding is strict and must be used for PEIMS identified students by sub-population.

o For example, EB tutorials using State Bilingual funds can only serve identified and PEIMS coded EB student(s). If a non-EB student attends an EB tutorial, State Bilingual funds cannot be used.

Note: In an event of an audit by TEA, the district must present supporting documentation denoting that only EB identified students were served with Bilingual funds.

State Compensatory Education (SCE) (Fund 164)

SCE fund is a State Mandated Program.

➢SCE funding is derived by the identification of at-risk students (PEIMS).

➢Student eligibility is based on TEA's – SCE 15 qualifying criterions for identification.

➢SCE Funds may only supplement the regular educational program for identified at-risk students.

Allowable costs:

➢ Tutoring

➢ Class size reduction

➢ State assessment remediation

➢ Accelerated instruction

➢ Individualized instruction

➢ Extension of the instructional school day, week or year

➢ Small group instruction

Title I Part A – ESSA Fund 211

Title I, Part A is a federal entitlement.

The purpose of Title I Part A of ESSA is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps between children meeting the challenging State academic standards and those children who are not meeting such standards.

Allowable cost such as:

➢ Supplies/materials and equipment that will help all students meet state academic standards.

➢ Tutorials-Core Content Area.

➢ Family Engagement services to assist parents in helping their child at home.

➢ Professional development for teachers in the core content areas.

➢ STAAR test workbooks and manipulatives.

➢ Online instructional services.

➢ Small equipment for student and teacher use such as iPads, laptops, projectors.

Prior to Encumbering Title I, Part A Funds

➤ Comprehensive Needs Assessment (CNA)

➤ Campus Improvement Plan (CIP)

➤ Are costs reasonable and necessary to carry out the grant project

  o For reasonable pretend these are your personal funds; would you spend $50.00 on a pen? Of course not!

➤ Funds for this program must be used to supplement *(increase the level of services)* and not supplant *(replace)* funds from non-federal sources.

➤ **NOTE:**

  o Modified quotes will not be accepted, please request a new quote reflecting allotted amounts and/or pricing change.

  o Review requisitions prior to submission to ensure correct totals.

CNA

The budget process starts with your comprehensive needs assessment (CNA).

A comprehensive needs assessment is a thorough process that includes the identification of areas of strength, areas of need, and a prioritization of needs based on a variety of data sources.

➢**Requirements:** Budget expenditures along with your campus needs, with State and Federal entitlements, must be identified in your campus needs assessment. CNA is a working document that can be updated throughout the school year.

CIP/DIP

➢Each DIP and CIP should contain SMART goals:

- o **S**pecific,
- o **M**easurable,
- o **A**ttainable,
- o **R**elevant (oriented toward achieving the stated goals of the program) and
- o **T**ime-bound

➢Plans must present a true reflection of the district/campus needs and expectations.

➢Total amount of funds allocated.

➢Actual dollar amounts for activities.

➢You must attach the portion of the CNA that references the purchase. Highlight the goal, performance objective, and strategy being used.

Sample of CIP/DIP Attachment

DO NOT insert the entire CIP/DIP

al →

tive →

tegy →

Goal 1: Munoz Elementary will create an inviting educational climate that enhances learning and academic performance for all students so that they may excel in all areas of education and meet district goals, state and federal passing standards. The campus will implement a biliteracy program in early childhood education that will result in more students reading on or above grade level.

Performance Objective 3: Literacy Media Center- To ensure the success of all students as effective creators and users of ideas and information, enabling them to become lifelong learners a Literacy Media Center will be established.

Evaluation Data Source(s) 3:

Summative Evaluation 3:

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Sept	Dec	Mar	June
1) Literacy Events during and after school to continue to promote the importance of reading (including author's visits, battle of the books).	Administration, Librarian, Teachers	Parent Invitation Flier, Sign In Sheets				
Funding Sources: Title I (211) - 500.00, Local (199) - 200.00						
2) Expand and update library resources to support curriculum.	Administration, Librarian	Expenditure Report				
Funding Sources: Local (199) - 5000.00						
3) Increase/improve opportunities to access library after hours.	Administration, Librarian, Library Clerk	Sign in Sheets				
100% = Accomplished → = Continue/Modify 0% = No Progress ✕ = Discontinue						

Periodic Compliance
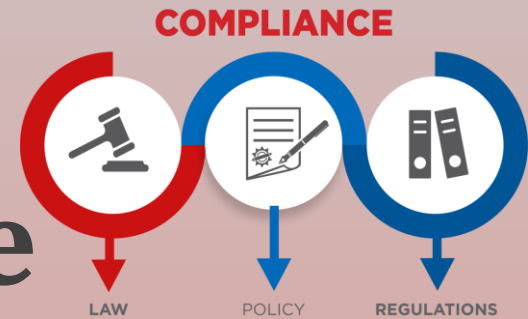
➢ Statement that individual(s) worked solely **100%** on activities related to a single cost object.

- o Staff funded through 164, 211, & 289 (Federal Programs)
- o Staff funded through 162 & 263 (Bilingual Dept. Mr. Arellano)
- o Staff funded through 266 (ESSER Mr. Ibarra)
- o Staff funded though 212 (Migrant Mr. Rana)

➢ Reporting period *(end of each semester or employee last working day)*
- o 1st Certification – Uploaded to CRATE **3 weeks after** the end of the fall semester – **due January**
- o 2nd Certification – Uploaded to CRATE **1 week after** the end of the spring semester – **due June**

➢ Employer name, employee name, employee position, description of federal program/single cost objective.

➢ Signed and dated by the employee and supervisor with first hand knowledge of work performed.

Periodic Compliance

Campus/Department:

Funding Source:

DONNA INDEPENDENT SCHOOL DISTRICT

COMPLIANCE WITH PERIODIC CERTIFICATION REQUIREMENTS

First Semester 2022-2023

I, _____
hereby certify that for the period of _____
(1st day employed in Position - Month/Day/Year) through _____ (Last day of employment in Position below Month/Day/Year)
I worked solely as a/an and performed activities and work directly pertaining there to as described on the job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

1. Sign Job Description and keep a copy of job description for your records.
2. Sign this form and keep a copy for your records.
3. **Originals** are to be uploaded to **Title1 Crate**:

➤Requirements:
➤Job description must be signed
- If job assignment does not match, reach out to HR.

➤Compliance with Periodic Certification Form signed
- Last date of employment must match Job description signature date
- On certification, the signature dates can not be before the last date of employment

Personnel Assignment Change Form

PERSONNEL ASSIGNMENT CHANGE FORM

DONNA INDEPENDENT SCHOOL DISTRICT

Administrator Requesting Change: _____

Employee _____ ID#: _____ PCN: _____

Current Information:

Campus/Dept.: _____ Position: _____

Funding Acct.: _____

Area(s) of certification, as applicable: _____

Supervising Administrator(s) _____

APPROVED

Reassignment Information:

Campus/Department _____ Position _____

Position Requirements: _____

Replacement for: _____ ID# _____ PCN: _____

Reason for Replacement: _____

Funding Acct. #: _____ Effective Date: _____

Supervising Administrator(s): _____

NOTE: Job Description must be signed and attached if there is a change in funding and/or position.

Acknowledgment of Notification by Employee: _____ Date: _____

_____ _____ ☐ Federal Programs ☐ Special Education ☐ Bilingual Program
Program Director Signature   Date

_____ _____ ☐ Federal Programs ☐ Special Education ☐ Bilingual Program
Program Director Signature   Date

FOR HUMAN RESOURCES OFFICE USE ONLY: if assignment change requires a change of funding, dept director signatures must be obtained first prior to submission to the HR office.

Signature of Human Resources Designee: _____ Date: _____

☐ Job Description(if needed)   ☐ TEAMS Employment Maintenance Screen   Revised 12/3/19

--- ONLY ORIGINAL FORMS WILL BE ACCEPTED AT HUMAN RESOURCES TO AVOID DUPLICATES ---

➢ First send form to Human Resources to verify if there are vacancies.

➢ Once approved by HR, form will be sent to Federal Programs for funding.

➢ This must be completed & approved PRIOR TO MOVING PERSONNEL!

➢ Once approval is received change can be reflect on TEAMS master schedule.

Clothing Referrals

- By **August 31st** email a copy of CIP pertaining to clothing to **Elva** (guerrero@donnaisd.net or **Victoria** (Victoria.zavala52@donnaisd.net)

- Forms must be legible and complete by a campus staff and not by Parent/Guardian.

- ALL information requested must be completed.

  o Missing information will result in Clothing Referral being returned to the campus and delay the process.

  o Use an additional form if more than six children. (Do not include all children in one form)

  o Ensure required signatures are on the form

- Attach in an email the following:

  o Typed clothing application and

  o coordination of other campus designee indicating whether siblings are considered to be in need of assistance.

Technology-Related Expenditures

➢ Title I, Part A funds may be used for technology related items if:

  o In Comprehensive Needs Assessment

  o In Campus Improvement Plan

  o It's Supplemental

➢ What campus procedures are in place to keep track of these items? Ensure you have **room number** and **teacher name** of where the equipment will be house at all times

  o Campus must maintain proper/specific inventory (fixed assets)

  o Cannot dispose of equipment without prior approval from TEA

➢ Can only purchase for core teachers (coaches, Music or office staff are not allowed).

➢ **All orders should be submitted by January 2023,** NO orders will be accepted after.

Tutorial Services – Retired Teacher and College students with 48+ earned college hours

➢Required Forms:

❑High-Impact Tutorial Proposal

❑ List of students/roster (**ESSER Funded Tutorials-submit student name & ID in Excel format**)

❑ Calendar indicating days that they will be tutoring.

❑ "**Tutor Agreement Form**" verify with Human Resources (HR) that correct account is being used!

❑ CIP/DIP with funding source amounts & referencing the tutorial program

Tutorial Services - Tutors

Donna I.S.D. Tutor Agreement Form

Name of Tutor:	
Tutor's Email Address (required):	
Tutor's Telephone Number (required):	

The following guidelines have been established for external tutors working with Donna ISD students on Donna ISD campuses. These guidelines are intended to ensure a productive tutoring environment while also supporting the operational and safety needs of the school.

Hours: 7:45am to 4:00pm Tutors will work with students at the location on campus designated by the campus principal. *Tutors are __not__ to work more than 19 hours in a work week (Monday through Friday).*

Parking: Tutors are expected to use regular parking spaces on campus and should not use visitor or other reserved parking spaces.

Dress Code: All adults working on the Donna ISD campus are expected to present themselves in clothing that is appropriate for an academic environment. Modesty is required.

Guests: Tutors may only work with Donna ISD students while on the assigned campus. Tutors should not bring children, students from other schools or other guests to the campus.

Sign In/Sign Out Procedures: Tutors must clock in using the biometric clock upon arrival and clock out when session is over. Students being tutored must also sign in as usual upon arrival and departure from the session. Tutors should remind their students to follow this procedure.

Access to Information and Confidentiality: Donna ISD employees are not able to provide tutors with access to a student's grades, schedule or other confidential student information or records. This information may only be provided by the student or his/her parent. All school information that a tutor may see in the course of providing services on campus is to remain fully confidential.

Usage of copiers, computers, and other school resources: Please see campus principal

Mobile phones: Phones must not be used while on campus as tutoring session is being provided to students.

Relationship to DONNA ISD: External tutors are granted permission to be on campus to provide services to students. They are neither employees nor independent contractors of Donna ISD and have no business relationship with the school.

Criminal Background Check: External tutors must complete a criminal background check as instructed by the Human Resource Department in order to receive approval to tutor students on any Donna ISD campus. The cost of the background check must be paid for by the tutor. In addition, an external tutor is

responsible for informing the H.R. Dept. immediately if he or she is arrested or brought under investigation for a crime for any reason.

Non-Discrimination and Respect: Donna ISD does not tolerate discrimination or harassment based on a person's gender, age, race, nationality, disability or sexual orientation.

Student Discipline: Donna ISD is committed to disciplinary practices that preserve a climate conducive to learning and ensure the safety and dignity of all members of the community.

I have read and understood the guidelines above and agree to abide by them. I understand that failure to abide by the guidelines may result in loss of approval to provide tutoring services to Donna ISD

Signature of Tutor:	
Date:	

Signed form must be submitted to the Federal and SCE Programs Director, who upon receipt of the form will forward a copy to the Human Resource Department and they in turn will provide the tutor with instructions for completing the required criminal background check. The tutor will be notified of his or her approval to tutor on campus following successful completion of the background check and a completed PPD Skin Test (Tuberculosis Skin Test).

Assistant Superintendent for Human Resource Department: 956-464-1606

For Federal and SCE Programs Office Use Only:

	Availability of Funds/Account set up
	All necessary paperwork on file for department

For Human Resources Office Use Only:

	Background Check Cleared
	Meets Highly Effective requirements
	Must provide a current transcript showing at least a Bachelor's Degree

Tutorial Services – Current DISD Teachers

➢ Required forms:

❑ High-Impact Tutorial

❑ Calendar indicating days that they will be tutoring.

❑ List of students/roster

❑ "**Extra-Duty Employment Agreement Form**" verify with Human Resources (HR) that correct account is being used!

❑ List of Tutors

❑ CIP/DIP with funding source amounts & referencing the tutorial program

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Revised: September 2021

Donna Independent School District
Extra-Duty Employment Agreement for Title I & SCE Funded Programs
2021 - 2022

CAMPUS: _____

I, _____, hereby certify that, for the period consisting of
_____ _____, 20____ through _____, 20____, I agree to work for Donna ISD outside
my contract hours *(i.e., after hours or on Saturdays)* to perform supplemental activities directly pertaining
to the duties selected and described below in specific core academic subjects *(reading, writing, math,
science, social studies)*. This is an extension of my work agreement with Donna ISD, and I will follow all
rules and regulations that are expected of me as part of my regular duties. I agree to provide a time-sheet
and other documentation materials as required.

Check all that apply:

☐ **Tutoring** *(before or after-school, weekends, summer):*
  Teacher students individually or in-groups as determined by the academic needs of the student.
  - (PK-2nd grade require and attendance form)
  - (3rd grade and higher require Tutoring Sign with students actual signature)

☐ **Parent Involvement – Teacher/Supervising/Facilitating:**
  Instruct, supervise, and/or facilitate parents and students during Title I or SCE allowable Parent
  Involvement events and training sessions.

☐ **Parent Involvement – Child-Care:**
  Supervise children at Parent Involvement training sessions.

☐ **Curriculum Development and Training:**
  Work with campus staff to develop academic curricula *(requires Minutes and Agenda)*

Professional pay rate *(Teachers):*	$35.00/hour

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Tutorial Services - Certified Teachers Only

➢ Function pay will be used

➢ Submit copy of signed Time Card & "Tutorial Student Sign in PK-12th" form

  o All students must sign their own name on each day that they attend tutoring

  o For submission follow the payroll schedule

➢ NO payment for *planning time* with federal funds! Work done with students ONLY!

➢ Tutoring will **NOT** be permitted during the school day *(conference period, etc.).*

Tutorial Services

Sample of Calendar

Tutorial Services

➢ Submit copy of signed Time Card & "Tutorial Student Sign in PK-12ᵗʰ" form

    ➢ All students must sign their own name on each day that they attend tutoring (please use ESSER updated student attendance form: https://tx50000621.schoolwires.net/Page/1571)

    ➢ For submission follow the payroll schedule

TUTORING SIGN-IN FORM (PK - through 12ᵗʰ Grade)

Date: _____

Name of Teacher: _____   Campus: _____

Subject: _____   Start Time: _____   End Time: _____

TEKS: _____

Activities: _____
_____
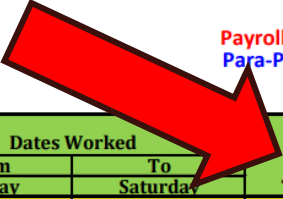
Each student must write in their own information

	Student ID	Print Student Name	Signature	Time In	Time Out
1.					
2.					

Tutorial Services

Donna Independent School District
Payroll Department
Payroll Schedule for 2022-2023 School Year
Para-Professional and Auxiliary Personnel
Bi-Weekly Pay Period

Monthly Payroll Number	Dates Worked From Sunday	Dates Worked To Saturday	Last Day To Approve Time Cards	Payroll Check Date	
1	July 31, 2022	August 13, 2022	August 15, 2022	August 24, 2022	
2	August 14, 2022	August 27, 2022	August 29, 2022	September 7, 2022	
3	August 28, 2022	September 10, 2022	September 12, 2022	September 21, 2022	
4	September 11, 2022	September 24, 2022	September 26, 2022	October 5, 2022	
5	September 25, 2022	October 8, 2022	October 10, 2022	October 19, 2022	
6	October 9, 2022	October 22, 2022	October 24, 2022	November 2, 2022	
7	October 23, 2022	November 5, 2022	November 7, 2022	November 16, 2022	
8	November 6, 2022	November 19, 2022	November 21, 2022	November 30, 2022	
9	November 20, 2022	December 3, 2022	December 5, 2022	December 14, 2022	Thanksg
10	December 4, 2022	December 17, 2022	December 19, 2022	December 28, 2022	
11	December 18, 2022	December 31, 2022	January 2, 2023	January 11, 2023	Winte
12	January 1, 2023	January 14, 2023	January 16, 2023	January 25, 2023	
13	January 15, 2023	January 28, 2023	January 30, 2023	February 8, 2023	
14	January 29, 2023	February 11, 2023	February 13, 2023	February 22, 2023	
15	February 12, 2023	February 25, 2023	February 27, 2023	March 8, 2023	
16	February 26, 2023	March 11, 2023	March 13, 2023	March 22, 2023	
17	March 12, 2023	March 25, 2023	March 27, 2023	April 5, 2023	Sp
18	March 26, 2023	April 8, 2023	April 10, 2023	April 19, 2023	
19	April 9, 2023	April 22, 2023	April 24, 2023	May 3, 2023	
20	April 23, 2023	May 6, 2023	May 8, 2023	May 17, 2023	
21	May 7, 2023	May 20, 2023	May 22, 2023	May 31, 2023	
22	May 21, 2023	June 3, 2023	June 5, 2023	June 14, 2023	
23	June 4, 2023	June 17, 2023	June 19, 2023	June 28, 2023	
24	June 18, 2023	July 1, 2023	July 3, 2023	July 12, 2023	
25	July 2, 2023	July 15, 2023	July 17, 2023	July 26, 2023	
26	July 16, 2023	July 29, 2023	July 31, 2023	August 9, 2023	
1*	July 30, 2023	August 12, 2023	August 14, 2023	August 23, 2023	

Donna Independent School District
Payroll Department
Payroll Schedule 2022-2023 School Year
Professional and Substitute Employees
Monthly Pay Period

Monthly Payroll Number	Dates Worked From Sunday	Dates Worked To Saturday	Last Day To Approve Time Cards	Payroll Check Date	
1	August 14, 2022	September 10, 2022	September 12, 2022	September 20, 2022	
2	September 11, 2022	October 8, 2022	October 10, 2022	October 20, 2022	
3	October 9, 2022	November 5, 2022	November 7, 2022	November 17, 2022	
4	November 6, 2022	December 3, 2022	December 5, 2022	December 15, 2022	
5	December 4, 2022	January 7, 2023	January 9, 2023	January 20, 2023	
6	January 8, 2023	February 4, 2023	February 6, 2023	February 17, 2023	
7	February 5, 2023	March 4, 2023	March 6, 2023	March 10, 2023	
8	March 5, 2023	April 1, 2023	April 3, 2023	April 13, 2023	Sp
9	April 2, 2023	May 6, 2023	May 8, 2023	May 19, 2023	
10	May 7, 2023	June 3, 2023	June 5, 2023	June 20, 2023	
11	June 4, 2023	July 8, 2023	July 10, 2023	July 20, 2023	
12	July 9, 2023	August 5, 2023	August 7, 2023	August 18, 2023	
1	August 6, 2023	September 2, 2023	September 4, 2023	September 20, 2023	

Contract Services

➤ Contract Services form must be **completely** approved before any work is performed.

    ➤ Must have signature from Federal Programs, if using federal funds.

    ➤ You must bring **originals** to Elva Guerrero in the Federal Programs department.

➤ Be careful that you are not being charged for hotel, travel, etc.

➤ Required Forms:

    ❑ 3 quotes

    ❑ Evidenced-based references (new consultant)

    ❑ CIP/DIP with funding source amounts & referencing the contract service

    ❑ Finger printing clearance if working with students

➤ After services are provided, the following must be submitted to the Federal Programs offices, within 3 days of completion:

    ➤ Agenda

    ➤ Original Sign-in Sheets

Travel Requests

➢ ALL Travel Requests must be submitted at least 2 weeks prior to travel taking place and originals must be brought to Elva Guerrero in the Federal Department office.

➢ Fund 255 is recommended.

➢ If using Federal funds to pay for travel, the paperwork <u>MUST</u> be submitted to the Federal Programs Office first! (Funds 164, 211 and 255).

➢ If federal funds are used for trainings/conferences, certificates of attendance must be submitted to the Federal Programs office within a week after training/conference was held.

➢ If training was in district, the Eduphoria transcript showing the training attended with date needs to be submitted within a week.

PLAN AHEAD!!!

You **CANNOT** change attendees at the last minute; making a change requires an amended travel before the travel takes place!

Travel Requests Check List

☒Conference meets intent and purpose of grant being used

☐Departure/return dates align with agenda/flight

☐Expenditure budget matches account code being used

☐Detailed program agenda

☐Registration confirmation

☐Hotel meets GSA guidelines

☐Hotel reservation

☐Meals match number of days

☐MapQuest if traveling in personal vehicle

☐Car rental confirmation and 3 quotes (if applicable)

☐Flight confirmation (if applicable)

☐CIP/DIP

☐Complete travel authorization form

☐Complete employee travel reimbursement form

☐Complete typed travel request

☐Principal/employee signature