SAA Training: CoP Program

August 2016

Overview of Training

- What is the Communities of Practice (CoP) Program?

- Where do SAAs fit in?

- Documentation and Reporting

- "Dos and Don'ts"

What is the CoP Program?

Focus Schools (which were identified for achievement gaps with particular subgroups) work alongside other schools with similar challenges to identify, implement and study the impact of strategies to support the identified subgroup. Focus schools engage in many types of activities during CoP work, such as:
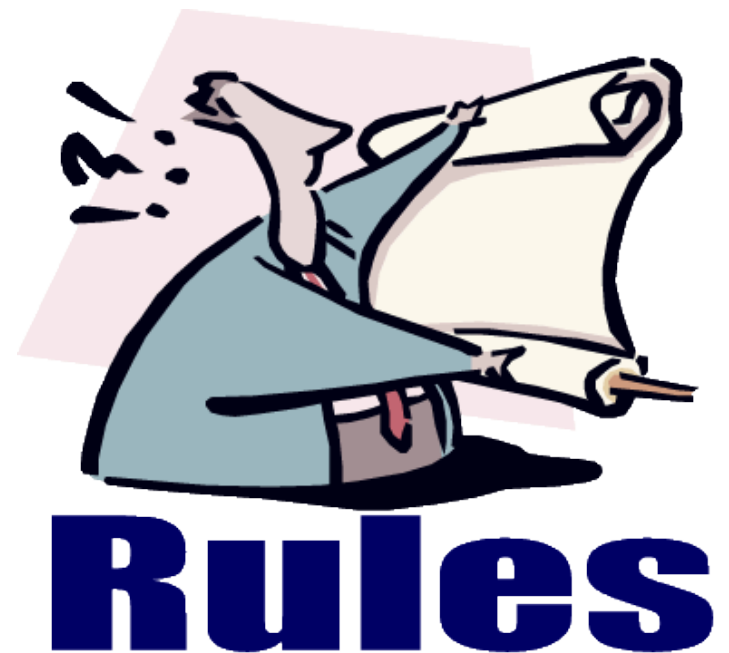
- Professional development
- School visits
- Conferences
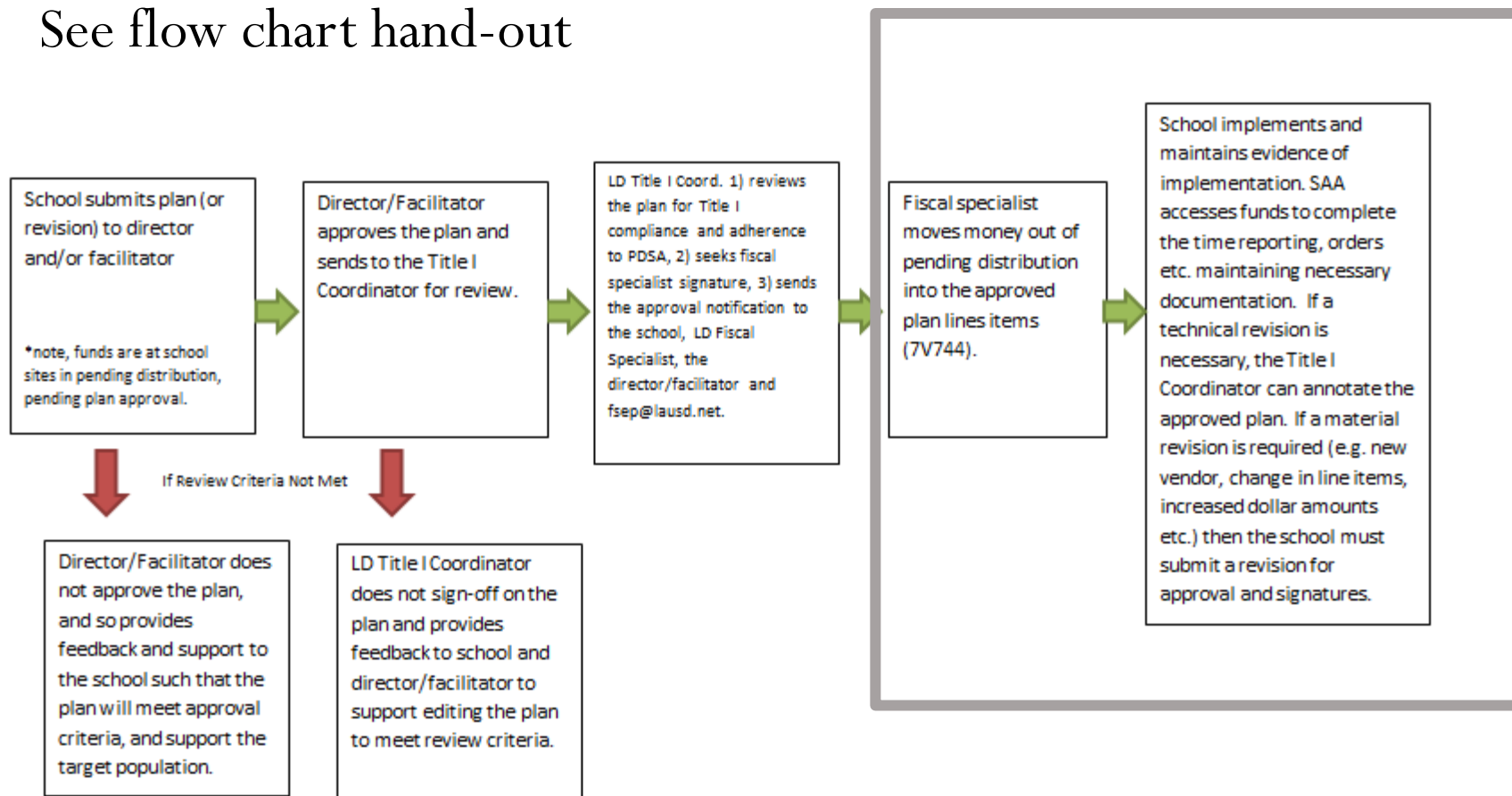- Book studies

AND MORE…

Funding Source: Title I

The CoP program is funded by Title I, a restricted funding source. Documentation for all expenditures related to this work must be maintained per the guidance to ensure compliance.

If non-compliant, a school may need to pay for expenditures using their own site funds.

Rules

Where do SAAs fit in?

See flow chart hand-out

School submits plan (or revision) to director and/or facilitator

*note, funds are at school sites in pending distribution, pending plan approval.

Director/Facilitator approves the plan and sends to the Title I Coordinator for review.

LD Title I Coord. 1) reviews the plan for Title I compliance and adherence to PDSA, 2) seeks fiscal specialist signature, 3) sends the approval notification to the school, LD Fiscal Specialist, the director/facilitator and fsep@lausd.net.

Fiscal specialist moves money out of pending distribution into the approved plan lines items (7V744).

School implements and maintains evidence of implementation. SAA accesses funds to complete the time reporting, orders etc. maintaining necessary documentation. If a technical revision is necessary, the Title I Coordinator can annotate the approved plan. If a material revision is required (e.g. new vendor, change in line items, increased dollar amounts etc.) then the school must submit a revision for approval and signatures.

If Review Criteria Not Met

Director/Facilitator does not approve the plan, and so provides feedback and support to the school such that the plan will meet approval criteria, and support the target population.

LD Title I Coordinator does not sign-off on the plan and provides feedback to school and director/facilitator to support editing the plan to meet review criteria.

Documentation and Reporting

Overview of Accessing Funds for CoP: The funding for CoPs is in program code 7V744. LD Fiscal specialists will allocate the pending distribution funds into the appropriate commitment codes based on approved school plans such that SAAs can input approved orders, time reporting and other expenses. Expenses are only allowable if reflected in the approved CoP plan – any overages, after-the-facts, or non-approved expenses will be charged to school sites and **not** covered by the CoP program. Principals must ensure that SAA's have the approved plan and budget adjustment, and any revisions, as a reference. SAAs are responsible to:

- Process all approved CoP expenditures by district deadlines.
- Process time reporting documents related to CoPs by district deadlines.
- Ensure that all expenditures are approved in the CoP plan prior to time-reporting or processing any expenditure. If minor changes need to be made (i.e. dates or # of participants) then the SAA can work with the principal to submit a revised plan to the LD Facilitator and LD Title I Coordinator.
- Create control sheets to monitor funding and balance for their school.
- Maintain time reporting and expenditure documentation for auditing purposes.

Communities of Practice (CoP)	Policy and Documentation	Who is responsible to maintain documentation?
APPROVAL FOR ANY SUBS	If Teacher Release Days are identified in your plan, you must submit a request to your Local District to secure dates.	School Site SAA
TIME REPORTING	**For Teachers and/or Coaches**, the following documents are required: • CORE Waiver Time Reporting Template (i.e. sign-in Attachment C) • Meeting agenda • Federal & State Categorical Training Certification Form (Attachment H) **For Admin X Time**, the following documents are required: • Request for Extra Duty Pay for Certificated Administrators (Form 9051 - must be approved by supervisor PRIOR to the event) • CORE Waiver Time Reporting Template (e.g. sign-in Attachment C) • Meeting agenda • Federal and State Training Certification Form (Attachment H)	School Site SAA
CONFERENCE ATTENDANCE	If school site staff will attend a conference, the following process and documents must be completed: • **Before the conference**: Submit Request for Travel and Attendance Form for each participant (10.12.1 form Attachment A) • **After the conference**: Submit Travel Expense Claim Form (10.12.1 form Attachment B) with original receipts and a program agenda after the conference. If mileage is included, a set of google map directions must be included.	School Site SAA
BOOKS OR MATERIALS	To purchase books and/or materials, schools must keep records of a quote that includes the total cost, titles, quantity and vendor information.	School Site SAA
CONTRACTS	A contract must be developed in advance of any work beginning with the vendor. Schools cannot enter any after-the-fact contracts or purchase orders. Contracts can be from Division of Instruction's bench (see **vendors at REF-6465.1**). If desired vendor is not on the current bench, schools must follow Procurement protocols, and seek three quotes for desired service (i.e. informal bids from 3 vendors must be obtained for contracts up to $250,000).	School Site SAA

Do's and Don'ts

Please Do...

- Maintain all documentation per requirements
- Check agendas to ensure that # of hours is accurate (e.g. lunch and travel time are excluded)

Please Don't...

- Process any funds for vendors that are not reflected in the plan and where a contract has not been finalized