State and Federal Program Training

DIRECTOR OF STATE AND FEDERAL PROGRAMS, JOHNNY GONZALEZ

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REV. 6/2/23 AV





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What are State and Federal Programs and why is documentation important?

- ▶ State and Federal Programs are Titles and grants that are issued by the California Department of Education through State and Federal Regulations. (ex: Title I, II, III, IV, V, After school Program funding, ELOP funding, etc.)
- ► Every year Madera Unified School District is allotted additional funding to spend in specific areas. These funds help support student achievement, parent involvement, additional trainings, Full-time and Part-time positions, supplies, purchases etc.
- Dobtaining supporting documentation/evidence is a requirements for receiving these funds. The State and Federal Program Monitoring agencies conducts reviews to insure that the funds are being spent in accordance to Federal, State and Local guidelines. Documentation must be kept for 5 years.
- ▶ Without having proper documentation the California Department of Education may pull the funding provided to the Madera Unified School District and request a issuance of reimbursement back to the State. This may also affect future funding provided to the District.
- ▶ Loss of these funds would mean, less opportunities and support for our students, staff and community.

Pre-Approvals, Timelines, and Accessing Forms

All items being funded by the State and Federal Department must have pre-approval

Approvers:

- Site Level- Principal
- District Level- Director of State and Federal Programs (Johnny Gonzalez)

Timelines for Pre-Approvals and forms

Make sure to reference the SPSA plan on your forms. Include the Goal, Activity/Action, and the Page number.

- All timesheets, Cal-Card statements, Time Accountability Forms and Substitute Verification forms must be <u>submitted by the 5th of each month with</u> <u>proper documentation</u>. If they are turned it late or are submitted without proper documentation it will be charged to your site general fund account.
- > Cal-Card pre- approval request form must be **submitted no later than a week before purchase**.
- > Travel Request pre-approval forms must be submitted 4-6 week before the event and 6-8 weeks if a PO is needing to be submitted.
 - > Finalized Travel Packets must be returned no later than 10 business days after the last day of the conference/training.
- > Parent Involvement Field Trip Request forms must be **submitted 4-6 week before the event and 6-8 weeks if a PO is needing to be submitted**.

Accessing forms

- Most forms can be found on the MUSD Website click departments, click State and Federal Programs, click forms.
- > Do not create your own forms.

Supporting Documentation

Timesheets/Substitute Verification forms

Agendas and Sign in sheets (no alias's, nicknames or aka names) -both items can be on the same document.

Agenda's must include the following: site name, date, times, location, title of meeting, topic's being covered/discussed

Sign in sheets must include the following: site name, date, times, location, title of meeting columns including with their fist and last name typed along with a signature section

Parent Teacher Conferences or Interpreting must include a schedule and signature of Interpreter and who they interpreted for

*If a meeting is being held via zoom the same information is needed and you will need to note on the documents for the location that it is a Zoom Meeting. Electronic signatures are only accepted for zoom meetings

- ➤ For Plan B Timesheets you will also need to included the class roster for the teacher that is absent and copies of agenda/sign in sheet or conference form showing way they were absent
- > For Substitute Verification Forms: COST or SST meetings you will also need the meeting schedule

Travel and Conference

- Cal Card Pre-Authorization form (if using Cal Card)
- Conference information and price or flyer containing details and prices
- Map quest map with starting point and destination to calculate miles (\$0.655 cents per mile effective Jan. 2023)
- Hotel quote/reservation
- Flight quote/ rent a car (if applicable)
- Original itemized receipts for all purchases including meals (per diem per MUSD guidelines and policy), parking and any other pre-approved purchases

Student/Parent Involvement Field Trips

- Cal Card Pre-Authorization form (if using Cal Card)
- Attach student list of attendees with their parent name and identify if they are a student, parent, or staff member.
- Attach Itinerary with flyer or information regarding the event/trip.
- Student to Parent ratio: Parent participation is 10% of the student participation total. (Ex: for every 10 students 1 parent is needed).
- Parents must be participants in the learning experience not supervising chaperones.

Examples of Agenda and Sign in

Agenda's and sign in sheets must appear professional and typed.

Agenda's and sign in sheet must include the following:

- School Site name or District Office Dept.
- Date
- Times
- Location
- Title of meeting
- Topic's being covered/discussed
- Typed names of attendees
- Signature section
 - Electronic signatures are not accepted unless it is a zoom meeting which will need to be indicated on the agenda and sign in sheet in which a zoom attendee list is required.



May 24th, 2023 Room 110

Room 110 8:15 AM-2:10 PM

8-15-8:30 AM: Review of Norms

8:30-10:00 AM: Discuss which areas of ELPAC exam need to be focused on and backyard plan from February.

10:00-10:15 AM: Break

10:15 AM-12:15 PM: Compile different activities for ELPCA instruction and format them to use as bell ringers, or activities.

12:15-1:15 PM: Lunch

1:15-2:10 PM: Continue activity planning.

Attention: If there is additional time leftover, the PLC will Brain storm Ideas for first seks of Next school year.

PRINT NAME	SIGNATURE
Katherine Gilles	father Giles
Melvin Campbell	No-
Meghan Oxelson	CW. Oat
	(

Eastin-Arcola PBIS Team Meeting



February 1st, 2023 @ 3:15 - 4:15 pm PBIS Meeting

TIER 1 AGENDA

- Review of Panorama Survey Results
 Discussion of Eastin Arcola Results and District results
 Identify Areas of Improvement
 Brainstorm Action Plan for Areas of Improvement
- Rewards Discussion (WOW Bucks, Club Wildcat)
 - Suggestions, Possible Modifications
- Review of PBIS January Focus Points (language, halls, cafeteria)
 - Discuss and Identify areas of Improvement for February
 - Attendance
- PBIS Reward Trips?
 - o Making the Grade- Fresno Grizzlies
 - Roller Skating?
- Review of Information and data to share with staff at bi-monthly meeting

TIER 2 AGENDA

- Review of Students currently receiving services
 - Data Review
 - Suggestions for graduation or changing in services
- Disucssion of students for possible Tier 2 inclusion
- Review of Data and information to share with staff at bi-monthly meeting

Eastin-Arcola



Positive Behavioral Interventions & Supports Monthly Meeting

Feb 1, 2023

Danene Guglielmana (Principal)
(1) ()
Daniel Salinas
(SpEd Teacher)
Scott Gandy
(8th grade teacher)
Liz Sanchez Explictly Sanchez
(5th grade teacher)
Eric Wilson
(2nd grade teacher)
Sam Phillips
(Counselor)
Angelica Delgadillo
(Psychologist)

Timesheets

There are 4 types of time sheets.

Make sure to reference the SPSA plan on your forms. Include the Goal, Activity/Action, and the Page number on the forms.

- ▶ Blue Contracted Employees only (is a contracted MUSD employee that holds a contract)
- ► Green Non-Contracted Employees (Sub, retired staff subbing, does not hold a contract with MUSD
- Yellow Certificated Contracted only (Group of teachers that stayed after their contracted day for a meeting, conference, etc.)
- ▶ Plan B Time sheet that teachers use then they cover another class (at the Middle or High School Level) or have additional students in their class (Elementary School Level)

Timesheet: Job Performed do's and don't

When in doubt call/email Amanda Vela

- ▶ Words **to use** for job performed.
 - Interpreting
 - Edgenuity
 - Tutoring
 - Professional Development (PD)
 - Parent calls/parent outreach/extra support
 - Update student records
 - Student supervision
 - Lesson Planning
 - Intervention
 - Child Care (only used by the Community Services and Parent Resource Center for parent trainings.)

- ▶ Words <u>not to use</u> for job performed.
 - Translating
 - Teaching
 - Clerical work/ or Clerical extra work
 - Saturday School/detention
 - Prep

CONTRACTED EMPLOYEES ONLY

EXAMPLE

			I	Madera 1	Unified S	School Dist	rict	
	Additional	time / Ov	ertime / St	ımmer Pay	for	Substitute	and/or Part-time Personne	
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(3)	Soc. Sec.			0000) If subbi	ng - for whom	JIA	
			numbers requ					
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lin	mproyees have	the option to ac	coept overtime	as pay or comp	time. If you o	pt for comp time, pl	ease write "Comp Time" on the Accou	nt Code
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Form #12C - Revised 8/05/16

How t	to co	mp	lete
times	heet	for	ms

- Make sure <u>copies</u> of supporting documentation are attached.
- All forms must be filled out completely.
 - Name (no alias's)
 - School/Site Name
 - Last 4 of SSN
 - If subbing for whom (if applicable)
 - Date
 - 1st In section (is for the time you start)
 - 1st **Out** section (is for if you leave for Lunch) leave blank if you don't take a lunch.
 - 2nd In section (is for <u>if</u> you return from lunch) leave blank if you don't take a lunch.
 - 2nd **Out** section (is out end time)
 - # of hours
 - Job Performed
 - Funding Source (Title I, CSI, ELOP, etc.)
 - Account Code (please write the full account code this can be found in your budget codes book or by contacting the Business Dept.
 - Signature of employee & Date
 - Site Plan reference (goal, action, page#)
 - Administrator Signature & Date

Timesheet Supporting Documentation

You will need to included:

- Completed Timesheet
- Copies of agenda/sign in sheet

Additional supporting information may be required for such events:

- Tutoring sessions- list of students that attended
- Interpreting for ParentConferences- Interpreting log
- Parent Informational nightspresentation material or flyers

Timesheet and supporting documentation **EXAMPLES** on next pages

CONTRACTED EMPLOYEES ONLY

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Madera Unified School District

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6/22/21	8:00		-	11:30	3.5	Classroom	/Planning	
6/23/21	8:00			1:00	5.0	Classroom	Planning	
6/25/21	8:00			12:00	4.0	Classroom	Planning	
6/28/21	8:00			12:30	4.5	Classroom	Planning	

	Total	Hours:	9/1/2
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Timesheet should be BLUE		Level	Form #12C - Revised 8/05/16 7/24/202/

12





Sierra Vista Elementary School

Ana D. Carrillo- Principal Jamie Huerta- Vice- Principal

Mission Statement: Sierra Vista is committed to a journey of academic excellence through rigarous instruction and cultural diversity as we create the leaders of tumorrow

Professional Learning Planning Agenda Date: June 21, 2021 Time: 11:30-2:30

Teacher/s:	Dart		
Grade Level/s:	4th		
earning Object	ve:		
Standard Fo	ur		
Pla	nning Instruction & Designi	ng Learning Experiences for All Students	
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tandard 4-4 Pla eeds of all stud		at incorporates appropriate strategies to n	neet the
tandard 2: Crea	iting and maintaining	an effective environment for student lear	ning.
Signature of tead		11/21	

<u>Sierra Vista's vision</u> is to make sure that all those who enter as Kindergarteners are provided with a rigorous academic learning environment that inspires students to meet grade level targets and to empower students to become intrinsically motivated learners, who are responsible, ethical, creative and compassionate by the end of sixth grade. Students will be ready to promote with the skills and the knowledge needed to enter middle school without remediation.

NON-CONTRACTED EMPLOYEES ONLY

Madera Unified School District

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Madera Unified School District CERTIFICATED CONTRACTED EMPLOYEES ONLY NOV 0 3 2022

Meeting or PD Name	70.1			20			Please note: CATEGORICAL	QF
Howard PBIS Ma	eting	Ti	erl		Щ		This time sheet is to be used for site PD or meetings for multiple teachers on a single day who will receive pay	
Howard School								_
Department							Meeting Date	
PBIS							10/26/22	
Print Teacher Name	Last 4 Social	In	Out to Lunch	In From Lunch	Out	Total Hours	Employee Signaure Rate Total	1
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Jennifer Patrick	×ΟCX	315	-	1	430	Ihr	PA A	
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Agenda			Sign In	Sneet			GOLI 2 Strategy 1 pg = 50.5	1

Howard School PBIS Meeting Tier 1

PBIS Coach: Elizabeth Salas

Recorder: Sharla Tibbetts

Time Keeper: Mrs. Zuniga

Date: 10/26/22

Time: 3:15pm-4:30 pm

Location: Room 1

Team Members (bold are present today) Jeff Dailey, Jessica Montemayor, Nikki Zuniga, Danny Cosgrove, Julia Gomez, Heidi Hagopian, Shar Tibbetts, Elizabeth Salas, Amy Yang, Jennifer Patrick, Gregory Mauro

- Today's Agenda's Items
 1. Magic Monday
 2. Pawsitive Picks update & Bingo Cards
 3. August September Data
 4. Update on Amazon Prime Day
 5. Specials meeting re: PBIS
 6. Re-Focus Centers Jr. High
 7. BINGO CARDS

AGENDA ITEMS

Information for Team or Issue for Team to address	Discussion	Who	By When? Status
Hero Nomination	-Review Process (All teachers are able to nominate student)		Status
	PBIS team then picks from nominations -Identify winners		
Staff Meeting Reporting out	Staff November 9, 2022 -Go over data -Magic Monday - update on how we will help with process -Pawsitive Pick Incentives - new ideas	Salas, Hagopian, Tibbetts	@ STAFF MEETING
ODRs/Referrals	Remind pink ladies to use and turn in so teachers aren't dealing with behaviors during academic time	-Montemayor	ASAP
Active Supervision	Train pink ladies and kinder aides -Pink Ladies now have access to Referral Rhino and are being trained	-Montemayor & Salas	ASAP
Refocus Centers	Start with 7th & 8th Grade and then 3rd Grade. Salas will submit order to Jeff to purchase with Title 1	Salas	11/4/22
BINGO CARDS	Implementing BINGO cards (some have it a lot, some don't get any) How do we make it more consistent?		
1	Teachers do movie "BLACKOUT" by themselves		
latinum Recognition-Looking ahead			

HOWARD SCHOOL PBIS TEAM MEETING Sign-in Sheet Date: 10 24122

Sharla Tibbetto
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CONTRACTED EMPLOYEES ONLY

MAY 0 3 2022

Madera Unified School District

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16

Translator Log - Parent/Teachers

WAF II IM 7

		Desmond Middle Translator		Intrepreter Name
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		Parent Teacher Conferen	ices - 03/29/2022 - 03/31/2022	
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	my mid	h. h\	Mr. Mushitan	2 57
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3/4/24	11 /1	." 11	Mr. avens	245
431122	L	.7.	Mr. hough to	
3/3//02	211 18	11 11	Mrs. Premdini	325

Plan B Timesheet Supporting Documentation Example:

You will need to included:

- Completed Plan B Timesheet
- Class roster for the teacher that is absent signed by the person who covered the class
- Copies of agenda/sign in sheet or conference form showing way they were absent

17

RECEIVED

FEB 0 2 2021

MADERA UNIFIED SCHOOL DISTRICT

CATEGORICAL OFFI

School Site: _		SIERRA VIST	A SCHOOL		Month:	December	
Name:	Lori	Hickman			Soc. Sec#	XXXX	
						(Last 4 numbers	s required)
			K-8 SCH	OOLS ONLY			
This form	le to be u		an sha diasala	t is short subs	*!**d .!:		-t
inis joini				ne class. *Refer to			ikethe
*Please indic	ate the #	of students tak	en and the # c	of students in the	e entire class		
Date	2012-0-1222	ner & Job#	Reason: SL, PN, SB, BR, NT, etc.	SB only Program: Mules,	# of students took in	# of students in entire class	Hours
	7/2	52455W	9 22550	Some and space	500	73	
12/15/2020		Casey	SB	Title I - Site	21	age	7.5
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TON PATRIOLE US	LONE					MULES Title I - Site Title I - Distric	TEB 6
Accou	nt Code #		200-1000-112		\$	General Fund	No
			215-4200-112		\$	MULES Title I - Site	CSS
		01-3010-0-1	110-1000-112	5-260-4830	\$	Title I - Distric	t
Employee's S	ignature:	Lori Hickman			Date:	12/17/20	
	1	VI	AA		23161		40
Authorized b	y:	bule	auth)	Date:	1/29	100
	NOTE: 75	is form mure he	submitted to a	he Payroll Office	on the Eth of	ch month	
	WOIE! II	no jorni must be	supmittee to t	ne rayron Office	on the 5th of ea	en month.	

Sierra Vista Elementary School

Tiffany Casey Date: December 15, 2020 Time:7:45-3:15

PLEASE List Activities/Training	that	were
performed by Teacher:		

- Loaded and prepared NSGR testing materials
- 2. Tested students in NSGR via Zoom
- 3.
- 4.
- 5-

Team ZOOM Meeting Norms:

- If Zoom meetings will be recorded-notification has to be given to staff at start of meeting
- We will be actively engaged (avoid multitasking, limit distractions) in meetings and tasks with camera
- Be aware of surroundings-have a professional work space and minimize distractions-phones out of view of screen, stop video
- 4. Begin and end on time
- We will speak and behave in respectful, professional, and positive

Team Conflict Resolution Plan:

Step 1: Fist of five

Step 2: Knock on the table to bring everyone

California Standards for the Teaching Profession: (Please list the CSTP that corresponds with your training)

5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction

	Professional Learning Community (PLC) Defined: SV Strategic Academic Plan Initiative:
PLC Critical Questions:	 If we implement the necessary components of good first instruction in our

What do we want all students to learn? How will we know if they have learned it? How will we respond when learning has not occurred? How will we respond when learning has already occurred? lesson plans that are followed with fidelity, support the professional growth of teachers to provide high-quality teaching, and monitor implementation. Them. Inherit capacity will be built and all students would meet grade level standards.

And... all students would be on a strong path to career or college readiness.

An ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve hetter results for the students they serve. Professional learning communities <u>operate mader the assumbtion</u> that the key to improved learning for students is continuous job-embedded learning for educators.

Sign-IN-Sheet

Name Tiffany Casey 12/15/20 - Tiffany Casey

18

Sierra Vista Elementary

Attendance Class Roster

Period C	Course Title	Term	Sec#	Crs	ID		Te	eac	her				Da	ys		R	oon	n	N	toni	h#	Y	ear
1 (Grade 2	Y	201	202	00		С	ase	y. 7	Tiffa	пу		MT	WT	F	13	3			5		20	3-21
Name of Street	22 20000000000000			80000				2/1		1	2/1	4-1	2/18	1		01/0	04-0	1/0	8				1/15
Student	ID Student Name			GR	м	Т	w	T	F		Т	W	Т	F	M	т	W	T	F	М	Т	W	Т
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22				- 2		-	-		-		2	-				*				-	-		+

12/15/20 Lori Hickman

Teacher (and/or Substitute) Signature

Date

 To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.

Substitute Verification Forms

State and Federal Substitute Verification Forms - DO General Fund

Use this form when a Certificated Teacher uses School Business DO General Funds as their reason for being absent from their assigned teaching assignment during the school day to attend IEP's and 504's.

State and Federal Substitute Verification Forms - Site Title I

Use this form when a Certificated Teacher uses School Business Title I as their reason for being absent from their assigned teaching assignment during the school day to attend, SST's, COST Meetings, Conferences, or Professional Development.

Submitting State and Federal Substitute Verification forms

- ► There are two types of Substitute Verification forms
 - General Fund reporting
 - 2. Title I reporting.
- Substitute Verification forms should be completed <u>daily</u> to reduce errors
- One form is needed for each day.
- Check AESOP to review teachers absences and verify Reason Code are correct according to the funding.
 School Business (Title I Site, Title I DO, Title II, etc. If not the site Admin Assistant's will need to correct it.
- Attach supporting documentation
 - Agenda and Sign in sheet. COST or SST meetings will also need a copy of the meeting schedule
 - ► Travel Request form (if applicable)

- ► The form should be complete. Please make sure the following areas are filled out
 - 1. School Name
 - 2. Month & Date
 - 3. Circle the type of meeting (COST, SST, Extra Time, Conference)
 - 4. Name of Event
 - 5. Date of event
 - 6. Employee first name (typed or printed neatly)
 - 7. Employee last name (typed or printed neatly)
 - 8. # of hours
 - 9. Signature of employee
 - 10. Funding Source (Title I, General Fund)
 - 11. Site Plan reference (goal, action, page#)
 - 12. Administrator Signature with date
- ▶ Submit them to the State and Federal Program Dept.

Example: Substitute Verification Forms –

DO General Fund

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-		Ot	U	u	-

General Sub Verification Form For substitute used during duty day

DO General Funds

School Site: Parky 1000

Date (ex. 7-1-17): 9/1/22

After meeting mail original form, schedule and agenda to Amanda Vela at District Office.

Date	First Name	Employee Last Name	# of hours	Signature	Sub required Yes/ No
~ 9/1/22 ~ 9/1/22 ~ 9/1/22 ~ 9/1/22 ~ 9/1/22	Martha Sara Sarah Rebecca	Heinandez Galindo Gelengu Fry Grimm		Aller Hatily South Jan Plus C.	

ocuments required to attach to this form:	1	
otal hours (section needs to be completed) Schedule	Parent Sign in sheet	
unding Source: 0100-00000-0-1110-1000-1125-01-260-6100		Day out of 9 days
dministrators Signature:		Date: 9/1/22
ategorical Approval:		Date: 16/13/17

Parkwood Elementary School IEP/504 Day Agenda Thursday, September 1, 2022

8:15-9:00 AM	
IEP Meeting:	
Members attending: Student name	
Kaleigh Hernandez, Teacher	
Harina Atwal, SLP	
 Elizabeth Alvarado, Translator 	
Jessica Salinas, RSP Teacher	
Parent	
Administrator	
Administrator	
Teacher Signature/	Dancel Co.
	Parent Signature Parent Signature
9:00-10:00 AM	
IEP Meeting: ,	
Members attending:	
 Martha Galindo, Teacher 	
Harina Atwal, SLP	
Parent	
 Administrator 	~! /\ . ~.
	Parent
Teacher Signature	Signature
	Parent Signature >15101116
10:00-11:00 AM	
IEP Meeting:	V V
Members attending:	
Sara Gelenaw, Teacher	
Harina Atwal, SLP	
Parent	
Administrator	
- Admir listrator	Danish .
Teacher Signature And Alekture	Parent
reaction digitature 37 - 40 3 14 MV	Parent Signat: SGVQtTUPO-
11:30-12:30 PM	~ [
504 Meeting:	
Members attending:	
Sarah Fry, Teacher	
Alicia Rivera, Nurse	
Parent	
Administrator	
Court 15	
Teacher Signature_	parent 100
-11	Parent Signature
12:40-1:40 PM	
504 Meeting:	10 · 60
Members attending:	
Rebecca Grimm, Teacher	
Alicia Rivera, Nurse	
Parent	
Administrator	
20	Dena
Teacher Signature	Parent Signature : Parent at in

Example: Substitute Verification Forms –

SITE TITLE 1

After meeting/trainings/ conference, mail original form and agenda to

Amanda Vela at District

Office.

Month & date: February 17, 2023

DO NOT USE THIS AS A EXTRA TIME, COST, SST,

Administrators Signature: Categorical Approval:

Categorical Substitute Verification Form For substitute used during duty day

Conference Name of Event:

Employee First Name	Employee Last Name	# of hours	Signature	Sub required Yes No
Cynthia Maria Elizabeth	Ramirez Espericueta H. Ramirez	3.75 3.75 3.75	M. F E. Ramwec	
	Cynthia Maria	Cynthia Ramirez Maria Espericueta	Cynthia Ramirez 3.75 Maria Espericueta 3.75	Cynthia Ramirez 3.75 Maria Espericueta 3.75 Mar



Elizabeth H. Ramiez

COLLABORATIVE TEAM COLLECTIVE INQUIRY + ACTION RESEARCH



A focus on learning, culture of collaboration, collective responsibility, and a results orientation

Grade: 5th	Time: 11:30-3:15 PM Date: 2/17/23			
ROLES				
Facilitator	Maria Espericueta	Time Keeper	Cynthia Ramirez	
Recorder	Liz Ramirez	Data Analyst	Everyone	
What is it w Have we ide unit of instru	ve want our students to know entified the essential knowledge action?	and be able to do by the end a, skills, and dispositions each	d of this unit? student is to acquire as a result of each	
Plan ELA and I	Math Units			
Are we usin	know if each student has le g formative assessment in our ough one or more team-develop	classrooms on an ongoing bas	is? Are we gathering evidence of studen ments for each unit of instruction?	
We will know th assessmen		knowledge through the unit b	by 70% or higher on CFA's and unit	
Can we iden of instruction	e respond when some studen tiffy students who need addition 1? Do we use evidence of stude individual and collective instruc	nal time and support by the stu- ent learning from common form	? dent, by the standard, and for every unit lative assessments to analyze and	
We will resp group-v	oond by offering days for re-t vork, sentence stems, teache	eaching skills and also pulli r-led examples.	ng small-groups. Opportunity for	
4. How will we Can we iden	extend the learning for stud tify students who have reached	ents who have demonstrated didentified learning targets to e	d proficiency? extend their learning?	
We will offer stu	udents the opportunity to app	ply their comprehension to a	ssignments that are differentiated.	
TEAM MEMBER	Sign-In			
Maria Espericue	eta 1/1	- 10		
Damieon	X 2	7		

DO NOT USE THIS AS A SIGN IN SHEET. USE FOR EXTRA TIME, COST, SST, & CONFERENCES

Categorical Substitute Verification Form For substitute used during duty day

SITE TITLE 1			
SHE HILLER	CHECK	70.00	1000
		_	1 200 1

7/28/20 av

After meeting/trainings/

School Site: Torres High School Month & date: 4/25/2023		cost sst Bonner	Extra Time Conference of Event: Character Conf.	conference, mail original form and agenda to Amanda Vela at District Office.		
Date Employee Employee First Name Last Name		# of hours		nature	Sub required Yes No	
4/25/23	Marilyn	Guekguezian	7.5	Die c		
Funding Sou Administrate Categorical	ors Signature	0-1300-1000-1190-0	1-430-4250	Site Plan refere	Date: 5/5/	23 77

MADERA UNIFIED SCHOOL DISTRICT TRAVEL REQUEST AND REIMURSEMENT CLAIM

OUT OF STATE TRAVEL REQUIRES BOARD APPROVAL

	ALL conference			4.00			_
	yn Guekguezan		Position: Teac	iner:	Site/Department: To	orres High School	WELA
nference/Ac	Bonner Char			Date(s): (fee	m) 4/25/2023	(m) 4/25/2023	
	1	OR MUST ATTAC	HA COPY OF YOUR CO	MPLETED REGISTRA	DON FORM TO THIS RE	QUEST	
cation: (city)	Clovis	3_1==	(state) CA		(county) Fresto	SC-31.17.5	RECEP
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- Brea	kfast may be claimed th may be claimed if to	if travel time began	ate. Mileage claim show bursed at the city's per at prior to fam and term or prior to 11am and term or prior to 4pm and term or prior to 4pm and term	mated at or after fern	nilcage to and from work if to the following time of	during working di pastralas: CATEGO	
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			being paid by Purchase (Order or Cal Caver Vin	S NO V 0		
Parking fe	a						
Other trans	sportation (restal car,	airfibre, est]			0		
Raimbursa	able meals						
Name on	D.C			TOTALES		20.00	
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	Administrator	Superintendent/E	-(1	15/23 cao:		Date:	
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erintendes6/A	INT REQUEST FOR	Superintendent/E ACTUAL EXPER	NSES	RKING DAYS AFTE	R YOUR RETURN FR	Date OM CONFEREN	CE .
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Event Details

Event Benner Character Conference

Date(e) 04/25/2023

Time 8:15 am - 2:00 pm

Conference Mabel Franks Coordinator(s)

Partners Bonnor Family Foundation and Central Valley

education partners

Included Continental Breakfast, Junch, materials

Location Clovis Veteran's Memorial District

Contact Mabel Franks, Bonner Center Director materiologism (Inscretible etc.) Pz (559) 278-0265

Payment Datails

There are no fees associated with this event.

Registration Details

Status PENDING

Confirmation Number gus-2gc5rk

flame Harllyn Guekguezian

Grada Lavel 9

Work Address

Email

Additional Questions

What university do you currently attend?

Fresno Pacific University

Conference Bession(s)

04/25/2023

A-5: PLAY Nathers: Supporting Learners in Creative Expression and Exploration - 04/25/2023 13:15 am - 12:15 pm Location: Independence B

Lead Presenter: Paul Raimer Dir. AIMS Center.

B-1: We CARE I Standing Ready to Meet the Emptional Needs of Struggling Stadents - 09/29/2023 1:00 pm - 2:00 pm Location: Independence A

Travel/Conference Request Using State and Federal funding

Forms and Reference guides may be found on the MUSD website.

Forms- Click departments, click State and Federal Programs, click forms

Resources- click departments, click State and Federal Programs, click resources

For District Policy on Travel Requests, please review the document on the website titled "Don't trip While Traveling"

Before Attending the Conference

- Request Pre-Approval from Director of State and Federal Program via email and Cc: the Dept. Admin Assistant. Then make sure you follow up with the required paper work and travel conference process.
- Complete the <u>top portion</u> of the Travel Request form.
 - Name
 - Position
 - 3. Site
 - Conference/Activity
 - 5. Dates
 - 6. Location
 - State
 - 8. Country
 - 9. Cost of substitute daily rate X days (If applicable)
 - 10. Personal miles X rate (If applicable)
 - 11. Hotel daily rate X days (If applicable)

- 12. Conference registration fees and mark the box with YES or NO as to if the registration fees are being paid using Cal Card or Purchase order. (If applicable)
- 13. Parking Fees estimate (if applicable)
- 14. Other Transportation costs (If applicable)
- 15. Reimbursable meals estimate (If applicable)
- Estimated Costs
- 17. Funding Code Include the Goal, Activity/Action, and the Page number on the form
- 18. Site/Dept. Administrative Signature
- 19. Principals attending a conference must obtain approval and a signature from their assigned Associate Area Superintendent (AAS).
- **20**. Date
- 21. DO NOT COMPLETE THE BOTTOM OF THE FORM UNTIL AFTER THE CONFERENCE.

Example of completing the top section.

Include all items to be paid or reimbursed. If items are not pre-approved they will not paid/reimbursed using State and Federal Program instead it will be charged to the Site General Fund.

Treests of	ALL conference	attendance mus			partment/Site A	dministrator	
AME: Pat	rick Nolan		Position: VP-D			ladera High School	DEF
Conference/A	Activity: CADA State			Date(s): (from)		(10) 3/4/2023	_
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Example of how to complete a Cal-Card Pre Authorization form for Travel Request.

Cal-Card Purchase Request Form Using Categorical Funds 2020-2021

Must be pre-approved by Cate	gorical Office prior to placing orders. Failure to do so will result in purchases b	eing charged to your General Fund.
Site or Department Name	Madera High School	10/12/2022
Vendor Name	San Diego Town & Country Hotel	
Site or Cepartment Title I Account	0100-30100-0-1300-2700-5200-00-400-4250	

SPSA Goal, Activity/Action, Page(s)	QTY	Description	Estimated Price	Total
G1, A3, Pg 36	4	Hotel Reservations @ San Diego Town & Country (includes tax)	\$208.85	\$835.40
		500 Hotel Cir N. San Diego, CA 92108		
		Hotel for Patrick Nolan		
		Attending the CADA Conference in San Diego, CA		
		Check-in: 2/28/22 Check-out: 3/4/22		
		Hotel		
			Subtotal	
			Sales Tax	
			Tax Cost	
			Shipping Cost	
			Total	\$835.40

Administrator's Signature:	a Comp	1
Categorical Office Signature:		9 1/20/27

Before Attending the Conference

Attach copies of the supporting documents

- > Cal Card Pre-Authorization form (if using Cal Card to book hotel, registration etc.)
- > Conference information and price or flyer containing details and prices
- Map quest map with starting point and destination to calculate miles (\$0.655 cents per mile effective Jan. 2023)
- Hotel quote/reservation (if applicable)
- Flight quote/ rent a car (if applicable)
- ▶ Submit to the State and Federal Program Dept. for approval
- ▶ The forms will be date stamped and sent to the Director of State and Federal Program for approval or denial.
 - ▶ **If denied**, it will be sent back with the reason for denial. You may complete the process through your General Accounts and the State and Federal Dept. is no longer apart of the remainder of the process.
 - ▶ **If approved**, the forms will be signed and sent back to the school site to enter the information in Escape or to make the approved purchases with Cal-Card (if applicable).
- There will also be an instruction sheet attached stating that the forms will need to be returned back to the State and Federal Program Dept. once the employee returns from the conference. Attendees will have 10 business days from the last day of the conference to return the finalized completed packet.
- Site/Dept. Admin Assistant will register the attendee, make traveling arrangements, etc. They also submit payment via Cal Card or Purchase Order and holds the paperwork until after the attendee returns from the conference. *If you make purchases with the Cal Card, you will need to keep an additional copy of these documents to submit with your monthly Cal Card Statement packet.*

After Attending the Conference

- The attendees will need to complete <u>the bottom</u> of the original approved travel request form. Made sure all areas are compete:
 - Date
 - 2. Parking
 - Breakfast
 - 4. Lunch
 - 5. Dinner
 - 6. Daily Total
 - 7. Transportation Costs
 - 8. Other
 - 9. Total Reimbursement Requested
 - 10. Print Name with date of the attendee
 - 11. Signature of the attendee
 - 12. Last 4 of attendee SSN of attendee
 - 13. Site/Dept. Administrator Signature

- Only Per Diem allowed amounts will be reimbursed for parking and meals, etc. Make sure they match receipts and totals do not go over the maximum per diem amount allotted.
- ► Employees will not be reimbursed for purchasing hotel, flight and conference registrations with their personal credit cards.
- Receipts must be <u>itemized</u> and shall not include alcohol, tips, or any District unauthorized purchases or the reimbursement will be denied.
- If there is no reimbursement, simply write a 0 on total reimbursement requested and have the employee/attendee print and sign the bottom section and submit all documents to the State and Federal Program Dept.

3

Example of completing the top section.

Include all items to be paid or reimbursed. If items were not pre-approved they will not paid/reimbursed using State and Federal Program instead it will be charged to the Site General Fund.

MADERA UNIFIED SCHOOL DISTRICT TRAVEL REQUIRES TRAVEL REQUEST AND REIMURSEMENT CLAIM BOARD APPROVAL ALL conference attendance must be approved in advance by your Department/Site Administrator Position: VP-Dean of Curriculum Conference/Activity: CADA State Convention Location: (city) Sen Diego ESTIMATED COSTS Mileage - shall be reimbursed at the IRS standard rate. Mileage claim should not include normal mileage to and from work during working days. Meal Allowance less than 24 hours shall be reimbursed at the city's per-diem rate and subject to the following time constrains: Breakfast may be claimed if travel time began at prior to 6am and terminated at or other 9am. Lunch may be claimed if travel time began at or prior to I lam and terminated at or after 2pm Disnor may be claimed if travel time began at or prior to 4pm and terminated at or after 7pm \$455.25 \$835,40 \$100.00 G1 A3 \$351.00 \$2326.65 REIMBURSEMENT REQUEST FOR ACTUAL EXPENSES COMPLETE & SUBMIT THIS SECTION WITHIN 18 WORKING DAYS AFTER YOUR RETURN PROMICONFERENCE. *LUNCH *DINNER DAILY TOTAL 52.38 3/2 455.2 DELIVERED TO 647.63 You will not be reimburged for meals included in the cost of your registration.

After Attending the Conference

- ► Attach copies of the finalized supporting documents. Some of these documents will be the same documents you used for the preapproval.
 - Cal Card Pre-Authorization form(s) with the Director of State and Federal Program signature indicating pre-approval was obtained.
 - Conference information and price or flyer containing details and prices
 - Map quest map with starting point and destination to calculate miles (\$0.655 cents per mile effective Jan. 2023)
 - Hotel final statement with charges
 - > Flight/rent a car final statement

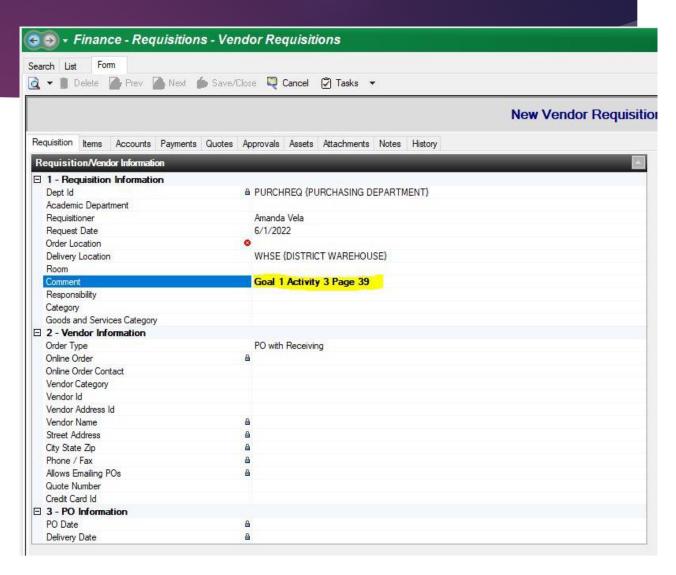
- ► All <u>itemized</u> meal receipts
- Parking receipts
- Site Dept. Admin Assistant should review the forms to make sure they are complete and have all the necessary supporting documents and receipts attached the along with reimbursements before it is sent to the State and Federal Program Dept.
- State and Federal Program Dept. will review and finalize the documents and send the requested reimbursements to the Accounts Payable Dept.
- Accounts Payable Dept. will issue payment to the attendee.

Entering items in Escape using State and Federal Program funding

All purchase should be entered in a timely manner using the districts system ESCAPE. However, in emergency/time sensitive situations you may use the District issued Cal Card. Please note items being purchased must be pre-approved from the Director of State and Federal Programs before purchases are made.

Entering items in Escape

- ► Sites and Departments should be entering most purchases in the MUSD's Purchasing System called Escape.
- ► Email the Director of State and Federal Program for preapproval.
- Enter items as per the Escape manual (provided by the Business Dept.)
- Include your site reference goal, activity/action and page number in the COMMENT section of the escape requisition.
- Once the requisition is submitted it will be routed to the Director of State and Federal Program for review.
- ▶ If approved, it will continue through the routing system.
- If denied, the Director will contact you with the reason for the denial.



Cal-Card purchases using State and Federal Program funding

- Any Categorically funded purchases made without prior approval will be denied and charged to your General Fund account.
- Complete the Cal-Card Pre-Authorization attached with Travel Request packet, quotes, shopping cart, or information on the items you are wanting to purchase.
- Examples of purchases commonly used with Cal-Card.
 - Books, reference materials for Teachers, supplies, etc.)
 - Online orders\vendor payments
 - Conference registrations
 - Hotel reservations
 - Cal Cards are <u>not</u> to be used for Amazon purchases or annual subscriptions that will automatically charged to the card every year.
- Submit it to the State and Federal Program Dept. for approval/denial.

- Director of State and Federal Program will approve or deny the request and a copy will be emailed or sent back via district mail with the Directors signature.
- Site/Department Admin Assistant will purchase the requested items and keep the signed approval form for their records so they may submit a copy along with their monthly Cal-Card statement packet.
- Site/Department Admin Assistant will need to submit the Cal-Card statement at the end of the month to the State and Federal Program Dept. with supporting Cal-Card documents for final signatures.
- State and Federal Program Dept. will process all of the documents to the Accounts Payable Dept. for finalizing.

If you need training on how to submit your monthly Cal-Card statement packet, please speak to your site administrator.

Example of Cal- Card Purchase requests and supporting document

Cal-Card Purchase Request Form Using Categorical Funds

Must be pre-approved by Categoric	al Office prior to placing orders. Failure to do so will result in purchas	es being charged to your General Fund.
Site or Department Name	MSHS Math	Date: 01/11/2023
Vendor Name	Office Depot	
Site or Department Title I Account	0100-30100-0-1300-1000-4310-00-490-4250	

SPSA Goal, Activity/Action, Page(s)	QTY	Description	Estimated Price	Total
Goal 1 Activity 1, pg. 38-40 Purchase materials and supplies to support the implementation of advanced thinking skills	1	Supplies for Project Based Learning	Not to exceed \$500	Not to exceed \$500
		<u>Item List</u>		
				_
			Subtotal	

Subtotal
Sales Tax
Tax Cost
Shipping Cost
Total

Administrator's Signature:	mad.	1 .	
Categorical Office Signature:	A A	2/11/-2	
astegoritai omee signatare.	J. Delly	90/25	

/11/23, 4:25 PI	и	Office Suppl	lies, Furnitur	e, Technology a	Office Depot	
Office DET						
Search						
FIND YOU	R STORE					
interested	er Brown recommends these in s below you would like to add to your shoppi		t you m	ay be		
Description		Our Price / unit	Qty.	Total		
	Office Depot® Brand Poster Board, 22" x 28", White, Pack Of 10 Item # Item # 858277	\$8.99 / pack	34	\$305.66		
	Elmer's® Glue Stick Classroom Pack, Purple, Box Of 30 Item # Item # 698283	\$21.49 / pack	4	\$85.96		
			Subtotal	\$391.62		

Budget Revision Request

Budget Revision Requests are used when you need to move State and Federal funding Resource account form one Object or Function to another.

Budget Revision Request

- ▶ Budget Revisions that are under \$5,000 can be done via email request to the Budget Analyst that oversees State and Federal funding and Cc: Director of State and Federal Program and the Dept. Admin Assistant.
- If over \$5,000 complete the following process.

Complete the Budget Revision form.

- 1. From (name of person requesting the revision)
- 2. Site/Department
- 3. Date
- 4. What are you paying for with the budget revision below?
- 5. How much does each unit?
- 6. What school or educational function is being served by the budget revision below (mark the sections that apply)
- 7. Have you modified your Site Plan Worksheet to reflect the budget revision below?
- 8. Complete the budget lines and amounts. (please not the about from and to should match).
- Department or Site Signature

- If the transfer is being requested to cover a specific purchase, then you will need to attach a copy of the item(s) being purchased.
- ▶ **If approved**, a copy will be sent to the Budget Analyst for completion of the transfer, and the school site to complete the purchase request through Escape.
- ▶ **If denied**, the reason will be emailed to the school site for further direction.

Example of Budget Revision form

Madera Unified School District BUDGET REVISION REQUEST

	ndra Carrillo	Dept: Alph									
are you	u paying for w	ith the b	udget revi	ision below	Books for RTI	Classroom					
much does each unit cost?					\$2,450.00						
rchool o	r aducational f	unction is	haine can	and by the h	ideet revision h	selow?					
t school or educational function is being served by the bud ssroom Instruction Parent Involvement				Charles Control of the Control of th	School Adminis	Co-curric	Co-curricular student activities				
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			Library D	□ Custodial/Maintenance □ Other:							
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Student and Parent Involvement Field Trips

Using State and Federal funding to pay for student and parent involvement field trips.

Parents attending must complete the District process of being cleared to attend a school event/field trip.

Completing the Student/Parent Involvement Field Trips form

- Complete the State and Federal Program Student and Parent Involvement Field Trip Request form.
 - 1. School
 - 2. Class/organization
 - 3. Teacher/Director/Advisor
 - 4. Name of activity/event
 - 5. Date of event
 - 6. Location of activity/event
 - 7. City
 - 8. State
 - 9. Location of activity/event
 - 10. City
 - 11. State

- 9. Method of transportation
- 10. Number of students
- 11. Number of chaperons
- 12. List of attendees with titles
- Description of event and how it reflects the SPSA
- 14. Event costs
- 15. Funding source/account code
- **16**. Transportation costs
- 17. Funding source/account code
- Site Principal/Department Admin signature
- 19. Date signed

- Complete Cal Card process (if applicable)
- ▶ Attach supporting documents to the form.
 - Itinerary
 - Attach student list of attendees and include the parent name next to their students name
 - ► Flyer/ Field trip information
 - Transportation request
 - Etc.
- Submit all documents to the State and Federal Program Dept.
- Director will approve or deny the request at the bottom of the form and it will be sent back to the school for completing the travel arrangements.
- If denied, the Director will send an email to the site Principal.
- If denied the site Principal will decide if they will use the Site General fund instead of State and Federal funding or cancel the trip.

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Example of Student and Parent Involvement form

- Student to Parent ratio: Parent participation is 10% of the student participation total. (Ex: for every 10 students 1 parent is needed).
- Parent Involvement Field Trip
 Request forms must be
 submitted 4-6 week before the
 event and 6-8 weeks if a PO is
 needing to be submitted.

Categorical Department Student and Parent Involvement Travel/Field Trip Request

YOU MUST ATTACH A TRIP ITINERARY, EVENT FLYER/INFO., AND ATTENDEE LIST OR THIS REQUEST WILL NOT BE PROCESSED

Overnight or Out of State trip, you will need to contact the AAS Office a	Pepartment 2 weeks prior to the event date. If you are planning an
	Dudic Scot Inn. G.C.
Teacher/director/advisor: Rickic Hernanda	, , , , , , , , , , , , , , , , , , , ,
Date of event: 14 22 Location of activity/event: Picy 33	- 106
Location of activity/event: PICY 55	SUFF 200 CIDENTIFICATION STATE CTA.
All drivers and chaperones must have current fingerprint clearance	
4222.2) and must meet all requirements of MUSD regarding transp	or file with MUSD (AR 4122.2(a), AR 4222.2, BP 4122.2(a) and BP or or or attack of students (BP 3541.1).
Manal - Dir	ersonal automobile; rental automobile; charter bus; school bus, District
Number of students attending: 37 Number of chaperones: O	ertificated 2 Classified 2 Parents 4
	Attendees
(You can also attach a list with names and identifying if they are staff, stu participate.)	ident, or parent. Please note for every 10 students attending 1 parent must
Names of attendees: Affiliation: (teacher/student/parent, etc).	Names of attendees: Affiliation: (teacher/student/parent, etc).
Plage See Attached list.	
*	
lescribe the event/activity. Include how this event benefits students and	parents attending and how it supports the goals and strategies of the
chool Plan for Student Achievement. (SPSA). Complete and use an extra s	sheet of paper if necessary.
Students from the public Safety class	and accepts will be all to
the foundation and history of a rederal	and powerts will be able to learn about 1 prison that housed the most notorious of militarian took, site of civil protes
occupation, national landword,	of militaries foot, site of civil writer
SOSA Trans Contrate	Tr. Carl & (let a
adget Information:	74 Good 5 act 3 pg 54 55 2 cret 6 pg 47-48
ent/Registration Costs \$ 1446.75 Funding Source/Account	code: 0100-30100-0-1300-1000-5808-00-490-4250
	apole: \$10030100-0-1300-24955865-00-490-4840
	/8
te Principal/Department Admin:	Date: 9-28-21
otogovicel Use Out	
ategorical Use Only Approved	_ Denjed:
rector of Categorical Programs:	11 11 Plate: 417-1197
	MAN I CALCO

Additional Training Resource Guide

If you need additional training in these areas, please contact the departments indicated below.

- ▶ State and Federal Program Guidelines and Requirements State and Federal Programs Dept. (Johnny Gonzalez or Amanda Vela)
- Escape Fiscal Services Department (Arelis Garcia or Elena Castillo)
- ► Cal Card Accounts Payable/Fiscal Services (Arelis Garcia or Melanie Serros)
- ▶ Budgets/Accounts/Timesheets Fiscal Services Department (Arelis Garcia or Elena Castillo)
- ▶ Field Trip Handbook School Site Principal or the Area Associate Superintendent Office

Thank You for attending the State and Federal Program Training