THE *SEA* SYSTEM

Building Administrator
User's Guide
2016-2017

Cumberland County Schools'
District Professional Development
SEA System (TM)

District Director
Phone 678-2534
http://www.seasystem.net/cgi-bin/cco/proposal.plx

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Introduction

Welcome to the North Carolina Department of Public Instruction's (NCDPI) web-based Professional Development SEA System. This web-based system was customized for NCDPI, and Cumberland County Schools (CCS), by Creative Curriculum Associates Co. This SEA System is licensed to CCS for use by building administrators who have access to District Professional Development Funds.

While the web-based SEA System is designed to be used intuitively, this Building Administrator User's Guide will assist you in any difficulties you may encounter. This User Guide provides step-by-step procedures for the situations listed below, and for completing the Activity Proposal form. The "Frequently Asked Questions" section addresses situations that you might encounter in using the SEA System.

The following situations will require an action by the authorized building administrator or designee:

- Submit a new Activity Proposal for district approval.
- Process an activity proposal placed "On-Hold".
- Change budget amounts on an approved activity.
- Cancel an already approved activity or a proposal waiting for district approval.
- Add or delete teachers participating in an activity.
- Change activity start and ending dates.

The Building Administrator, or designee is the only authorized person who can submit a new proposal or edit a proposal to the district's Program Director for final approval.

The SEA System generates a number of e-mails to building administrators and their office managers, informing them of activity proposals initiated and/or modified by designated staff members, acknowledgment of the submission to the district of new or edited proposals, and notification of approval or denial by the District's Program Director.

It is recommended that Building Administrators and Office Managers create a SEA System folder for archiving system generated e-mails.

In an effort to determine how effective the District's Professional Development Programs are for teachers and students, Cumberland County Schools is conducting an online (Internet) follow-up study for all participants in professional development activities. This study solicits their thoughts on implementation, impact upon teaching practices, and student learning gains which can be attributed to their participation in the professional development activity. Teachers will automatically be notified by e-mail to complete the online follow-up study.

Accessing the SEA System

In order to initiate a new Activity Proposal, process an on-hold activity, and edit or review an approved activity proposal, you must access the web-based SEA System http://www.seasystem.net/cgi-bin/cco/proposal.plx.

Initiate and Submit a New Activity Proposal

All new Activity Proposals, prior to submission to the District's Program Director for final approval, must be approved by the building administrator and the school improvement team. Only the building administrator will have the required SEA System Username and Password for submission of a new proposal to the District Program Director.

Upon submitting your proposed activity through the SEA System, <u>you will receive an e-mail notification stating that your requested activity proposal has been forwarded to the District Program Director for final approval</u>. Follow the procedure below to initiate and submit a new Activity Proposal.

<u>Procedure</u>:

1. Access the SEA System http://www.seasystem.net/cgi-bin/cco/proposal.plx.

2. Click on "All Other Activities."

3. Select your school from the drop-down menu.

4. Type in the title of the professional development activity.

5. Select the major discipline focus of the activity from the drop-down menu.

6. Select the start date for the activity from the drop-down menu.

7. Select the end date for the activity from the drop-down menu.

8. Type in the number of hours that best describes the length of the activity (please note: For all Title II proposals, 10 hours or more over a minimum of 2 days are required).

9. Select the number of participants applying for this activity from the drop-down menu.

10. Check the overnight or out-of-state box if applicable for proposal as this requires for Associate Superintendent's Approval.

11. Type in a brief but specific description of the professional development activity.

12. Type in a brief description of the relationship of the activity to your building's school improvement plan and the North Carolina Standard Course of Study (include SIP strategy number).

13. Select the appropriate fund source, for example "Teacher Quality - Title II" from the drop down menu in the budget area. If the funding source indicates "Un-Specified," then select the appropriate funding source.

14. Complete the itemized budget for this activity. Use whole dollar amounts only**. (Please do not use the miscellaneous item box).**

15. After completing the budget area, click "Next Page" to continue, or "Reset Form" to start over.

16. Type in the names of the participants as they normally want it to appear.

17. Type in the e-mail address for each teacher. If you are using the teacher's district e-mail address, type in the username only and click the box to the right. If you are using an e-mail address other than the district's, type in the complete e-mail address and DO NOT click the box at the right. **It is extremely important that accurate email addresses are used.**

19. Click "Place Proposal On-Hold" to complete the proposal at a later date or "Reset Form" to start over.

20. Verify approval by the school improvement team and by selecting "Yes" in the drop-down menu.

21. Indicate if this is a "Scientifically Research Based" Activity by selecting "Yes" or "No" in the drop-down menu. (Please note both Title I and Title II funds must be used for SBR activities only).

21. Indicate each participant <u>WILL NOT</u> exceed the 15 annual professional leave day limit by selecting "Yes" or "No" in the drop-down menu.

22. Type in your Username and Password.

23. Click "Submit for District Approval." NOTE: Click ONLY Once.

24. Acknowledgment that your "Activity Proposal" has been accepted by the SEA System is verified when you receive an e-mail receipt of submission and a printable version of your proposal appears.

PRINT THE PRINTABLE VERSION FOR YOUR RECORDS AND NOTE THE PROPOSAL NUMBER FOR FUTURE REFERENCE.
Note: Upon district approval, you will receive an e-mail notification. All participating teachers will also receive an e-mail notification that the activity proposal has been approved.

<u>Reviewing an Activity Proposal</u>

You and members of your staff may review an Activity Proposal at anytime through the SEA System. Follow the procedure below to review an Activity Proposal.

<u>Procedure</u>:

1. Obtain the proposal number of the activity you want to review. (Proposal number can be obtained either from a previous e-mail notification or the printable version of the proposal.)

2. Access the SEA System http://www.seasystem.net/cgi-bin/cco/proposal.plx.

3. Type in the second box the <u>proposal number that you obtained from the printable version of the new proposal or from the e-mail notification</u>.

4. Click on "Review." Your proposal appears on your screen in a printable version.

<u>Processing an "On-Hold" Proposal</u>

A designated staff member from your building may initiate or edit a "New Activity Proposal" and place it "On-Hold" for you to approve and submit to the District Program Director for final approval. When a staff member places a proposal "On-Hold," an e-mail will be sent automatically to you stating that a proposal was placed "On-Hold" awaiting administrative action. <u>"On-Hold" proposals will automatically be deleted from the SEA System in 30 days if no action is taken</u>. Follow the procedure below to process an "On-Hold" Activity Proposal.

Procedure:

1. Receive e-mail notification of an "On-Hold" activity proposal.

2. Read the e-mail and **NOTE THE PROPOSAL NUMBER.**

3. Access the SEA System http://www.seasystem.net/cgi-bin/cco/proposal.plx.

4. Type in the first box the proposal number that you obtained from the e-mail notification.

5. Click on "Edit." The proposal now appears on your screen for you to edit.
   You may edit the proposal, if necessary. **NOTE: If the funding source indicates "Un-Specified," then select the appropriate funding source.**

7. Verify approval by the school improvement team and yourself by selecting "Yes" in the drop-down menu.

8. Type in your Username and Password.
   Click on the appropriate option (1) Submit for District Approval (2) Cancel Proposal (3) Place Proposal "On-Hold" for future consideration or (4) Reset Form to clear edited entries. **NOTE: Click ONLY Once.**

9. Acknowledgment that your "Activity Proposal" has been accepted by the SEA System is verified when you receive an e-mail receipt of submission and a printable version of your proposal appears.

PRINT THE PRINTABLE VERSION FOR YOUR RECORDS AND NOTE THE PROPOSAL NUMBER FOR FUTURE REFERENCE.

Note: Upon district approval, you will receive an e-mail notification with specific comments concerning approval of proposal and/or reminders. Additionally, all participating teachers will receive an e-mail notification that the activity proposal has been approved. For program funds that are allocated to your building, your budget balance will appear in the e-mail.

Budget Changes to an Approved Activity

You may change the budget of an activity anytime after approval. All budget changes of an approved activity will be automatically forwarded to the district Program Coordinator for review. Follow the procedure below to adjust the budget for an approved activity.

Procedure:

1. Obtain the proposal number of the activity for which you want to change the budget. (Proposal number can be obtained either from a previous e-mail notification or the printable version of the proposal.)

2. Access the SEA System http://www.seasystem.net/cgi-bin/cco/proposal.plx.

3. Type in the first box the proposal number that you obtained.

4. Click on "Edit." Your proposal now appears on your screen for you to edit.

5. Edit the budget accordingly. Use whole dollar amounts only.

6.Type in your Username and Password.

7.Click on "Submit Change".

8. Acknowledgment that your request for budget change has been accepted by the SEA System is verified when you receive an e-mail receipt of submission and a printable version of your proposal appears. Please ensure that email addresses are accurate.

PRINT THE PRINTABLE VERSION FOR YOUR RECORDS AND NOTE THE PROPOSAL NUMBER FOR FUTURE REFERENCE.

Note: Upon district approval, you will receive an e-mail notification with specific comments and/or reminders. For program funds that are allocated to your building, your budget balance will appear in the e-mail.

Cancel a Proposal

You may cancel a proposal "On-Hold," waiting for district approval, or a proposal that has already been approved. Cancellation of a proposal that has been approved will be forwarded to the District Program Director for review. Follow the procedure below to cancel a proposal.

Procedure:

1. Obtain the proposal number of the activity you want to cancel. (Proposal number can be obtained either from a previous e-mail notification or the printable version of the proposal.)

2. Access the SEA System http://www.seasystem.net/cgi-bin/cco/proposal.plx.

3. Type in the first box the proposal number that you obtained.

4. Click on "Edit."

5. Type in your Username and Password.

6. Click on "Cancel Proposal."

7. Acknowledgment that your request for cancellation of an approved proposal has been accepted by the SEA System is verified when you receive an e-mail receipt of submission.

Note: Upon district approval, you will receive an e-mail notification with specific comments and/or reminders. For program funds that are allocated to your building, your budget balance will appear in the email.

Add or Delete Teachers Participating in an Activity

Adding or deleting participants in an approved Professional Development Activity is ESSENTIAL for the required follow-up study. The building administrator is responsible for submitting to the SEA System changes in teachers participating in the activity, which can be done at any time. Follow the procedure below to add or delete teachers participating in an Approved Funded Activity.

Procedure:

1. Obtain the proposal number of the activity for which you want to add or delete participating teachers. (Proposal number can be obtained either from a previous e-mail notification or the printable version of the proposal.)

2. Access the SEA System http://www.seasystem.net/cgi-bin/cco/proposal.plx.

3. Type in the first box the proposal number that you obtained.

4. Click on "Edit."

5. To UNDERLINE DELETE a teacher, click on the "Delete" box after the teacher's name who is not participating, or did not participate in the activity.

6. To add a NEW teacher, type in the name and e-mail address of the first new participant in the top slot labeled "New." If you are using the teacher's district e-mail address, type in the username only and click the box to the right. If you are using an e-mail address other than the district's, type in the complete e-mail address and DO NOT click the box at the right.

7. Type in your Username and Password.

8. Click on "Submit Change."

9. Acknowledgment that your changes in teacher participation have been recorded by the SEA System is verified when you receive an e-mail receipt of submission and a printable version of your proposal appears.

Change Starting and/or Ending Date of Activity

An accurate start and ending date for a Professional Development Activity is ESSENTIAL for the required follow-up study. The building administrator is responsible for submitting to the SEA System changes in the starting or ending date of an activity. Follow the procedure below to change the starting and/or ending date of a Professional Development Activity.

Procedure:

1. Obtain the proposal number of the activity for which you want to change the starting or ending date. (Proposal number can be obtained either from a previous e-mail notification or the printable version of the proposal.)

2. Access the SEA System http://www.seasystem.net/cgi-bin/cco/proposal.plx.

3. Type in the first box the proposal number that you obtained.

4. Click on "Edit."

5. Select the new start and/or ending date from the drop-down menu.

6. Type in your Username and Password.

7. Click on "Submit Change."

8. Acknowledgment that your changes in the starting and/or ending date have been recorded by the SEA System is verified when you receive an e-mail receipt of submission and a printable version of your proposal appears.

PRINT THE PRINTABLE VERSION FOR YOUR RECORDS.

Frequently Asked Questions

District Professional Development Programs

1. Where do I find the Current Guidelines web page?
   Through the Internet, go to the Cumberland County Schools' home page, click on "Helpful Links," click on "Career and Educational," and click on the "SEA System Activity Proposal" link.

2. Who must approve a proposal for an activity?
   Approvals required at the building level are from the building administrator responsible and your school improvement team. For overnight and or out of town travel, additional approvals are required at the district level. Final approval must be granted by the District Program Director.

3. Do the participating teachers need to complete the follow-up study forms?
   All participants are required to complete the follow-up study forms.

SEA System

1. Where do I find the web page to submit, edit, or review an Activity Proposal?
   Access the SEA System through the Internet http://www.seasystem.net/cgi-bin/cco/proposal.plx Click on "New or Edit/Review Activity Proposal" link at the bottom of the web page.

2. Does it matter what version of Internet Browser I use to access the system?
   All versions of Internet Explorer will work with the SEA System.

3. Can I submit, edit, or review an Activity Proposal from my home computer?
   Yes! Follow the procedure for accessing the SEA System on page 2 for instructions.

5. What e-mail address do I use if teachers don't have access to the Internet in their classroom?
   You may use their home e-mail address or a colleague's who does have convenient Internet access.

NOTE: When completing the activity proposal, type in the participating teacher's name regardless of the e-mail address used.

5. How do I know my transaction was accepted by the SEA System?
   After completing a transaction you will receive an e-mail notification indicating acceptance by the SEA System. Additionally, a printable version of your proposal appears when submitting or editing a proposal.

6. Is my office manager notified of my transactions?
   Yes! Your office manager receives copies of all e-mails that are sent to the building administrator.

7. How will my teachers and I know that the activity proposal was approved by the Program Director?
   You and the participating teachers will receive an e-mail notifying you that your request was approved. Your e-mail may include specific comments by the Program Director.

8. What do I do when an approved Activity is cancelled or postponed?
   You must cancel or change the dates of an approved activity proposal through the edit function of the SEA System.

9. **How do I find a proposal number?**
   All e-mail notifications and printable versions of your proposal have the assigned proposal number.

10. **How do I find out the status of my proposal?**
    Go to the review feature of the SEA System. The status of your proposal appears on the review version of your proposal (see page 4).

11. **How long will my proposal be held "On-Hold?"**
    The SEA System will automatically delete "On-Hold" proposals 30 days after submission to the system. You will be notified by e-mail 7 days prior to auto-delete of your "On-Hold" proposal.

12. **Can I extend the time limit for the system's auto-delete of my proposal?**
    Yes! Call or send an e-mail prior to auto-delete to the district's Professional Development Director stating the proposal number, and the date you would like for extending the auto-delete time limit.

13. **When can my proposal be edited?**
    You may edit your proposal anytime by going to the edit feature of the SEA System.

14. **What do I do if a teacher doesn't attend the approved activity or a new teacher is added?**
    Edit the proposal to add or delete the participating teacher).

15. **What do I do if I click a button and nothing happens?**
    Wait a minute for the server to process your request. The Internet connection can be very slow at times. Your browser recorded your action and is waiting for the server to respond, DO NOT CLICK THE BUTTON AGAIN.

Follow-up Study Forms

1. Why do the participating teachers have to fill out the follow-up study forms?
   In an effort to comply with new regulations, and to determine how effective each Professional Development Program is for CCS teachers and students, the district is conducting an on going follow-up study to their funded activity. Please ensure that you share with participating teachers the importance of completing the surveys. Data from these surveys is used for the annual District Title II Professional Development report.

2. How much time will it take teachers to complete the follow-up forms?
   After accessing; the Teacher Survey will take no longer than 15 minutes, the Progress Reports will take about 1 minute, and Final Report about 5 minutes.

3. Is the Teacher Survey confidential?
   Yes! Only the District's Program Director has access to the completed survey.

4. When does the instructor receive notification to complete the Teacher Survey?
   *The instructor will receive an e-mail the day after the professional development activity, giving him/her instructions on accessing their personalized web page.*

5. Can teachers complete the follow-up forms at their home computer?
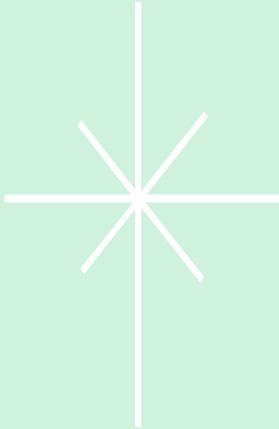   *Yes! They can access their personalized web page from any computer with an Internet connection.*

6. Is the Teacher Survey available in a hard copy format?
   No! The Teacher Survey is only available online, and is customized for the teacher and their specific professional development activity.
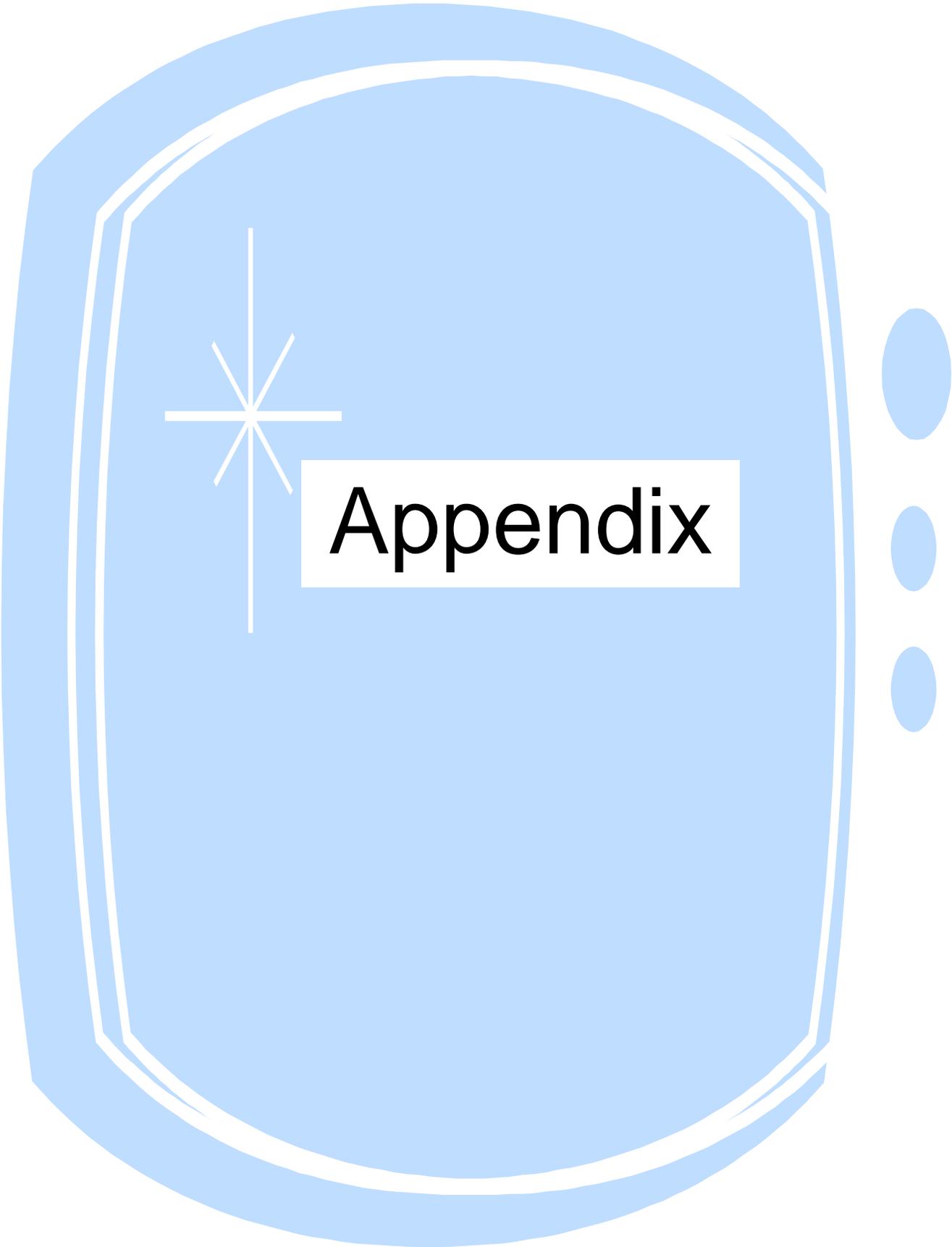
Appendix

Definition of
High Quality
Professional Development

Professional Development

A-1. What is meant by "high-quality professional development"?

The term "high-quality professional development" means professional development
that meets the criteria contained in the definition of professional development in Title
IX, Section 9101 (24) of ESEA. Professional development includes, but is not limited
to, activities that:
- Improve and increase teachers' knowledge of academic subjects and enable teachers to become highly qualified;
- Are an integral part of broad school-wide and district-wide educational improvement plans;
- Give teachers and principals the knowledge and skills to help students meet challenging State academic standards;
- Improve classroom management skills;
- Are sustained, intensive, and classroom-focused and are not one-day or short-term workshops;
- Advance teacher understanding of effective instruction strategies that are based on scientifically based research; and
- Are developed with extensive participation of teachers, principals, parents, and administrators.

A-2. What strategies can States use to help LEAs adopt and implement more effective
teacher professional development activities?

States can, for example: (1) develop guidance on effective strategies for improving
teacher quality and provide that guidance to the LEAs; (2) adopt a formal statement
of State priorities; (3) improve technical assistance and monitoring for LEAs; (4)
sponsor conferences and other meetings that address issues related to improving
teacher performance; and (5) disseminate information about successful programs
and practices.

In providing this assistance, States should consider the needs of all teachers –
whether they are regular classroom teachers, special education teachers, or
teachers of English language learners – so that a unified, comprehensive system
of professional development is available to all who need to be highly qualified.
States might also provide guidance to LEAs on effective ways of coordinating
resources available for professional development from programs such as Title I
And Title III of ESEA and IDEA, Part B.
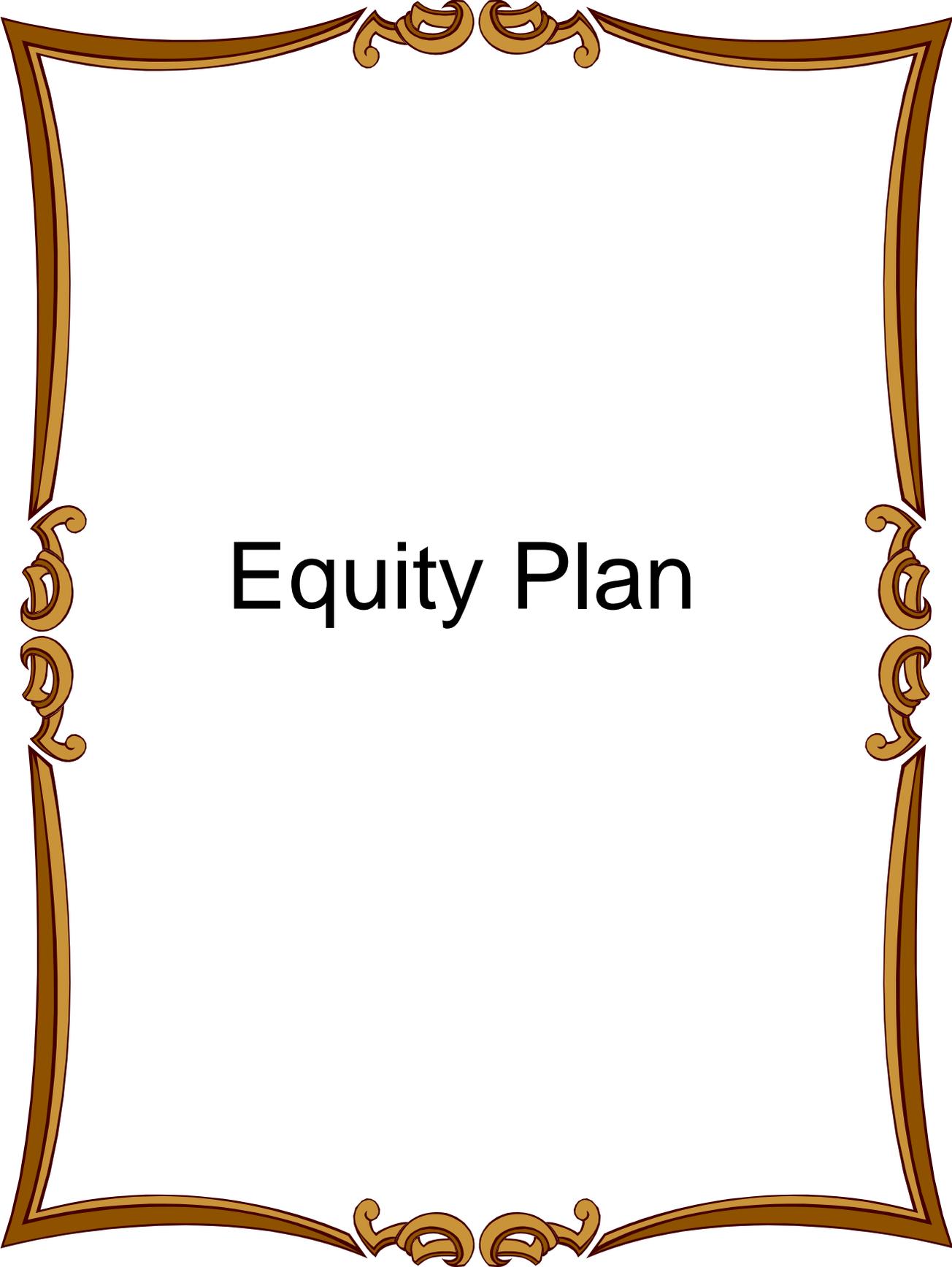
Equity Plan

Equity Plan

In addition to requiring that all teachers of core academic subjects be highly qualified, NCLB requires that states and school systems ensure that low-wealth, minority, learning disabled and/or English language learners are taught by experienced and highly qualified teachers to the same extent as are students who do not fall into these categories. To this end, LEAs are expected to have a plan to ensure the equitable distribution of teachers. The plan is to include the following components:

A. A description and analysis of the distribution of teachers in the LEA. Any inequities should be clearly identified.

Cumberland County Schools uses a process to ensure that teachers are recruited and hired for vacancies throughout the LEA such that high-poverty and minority students are just as likely to be taught by quality teachers as are students who do not fall into these categories. The CCS Human Resources Department Personnel work with principals to ensure that HQ staff are employed and assigned to teach in areas in which they are considered HQ. Each principal seeks to find and recommend for hiring the best qualified candidate for any teaching vacancies. Hiring recommendations have to be approved by the Cumberland County Board of Education. Human Resources and Beginning Teachers Staff participate in a variety of Job Fairs to recruit quality candidates for employment consideration. Additionally, Human Resources provides opportunities for incentives for voluntary transfers to certain schools who have high levels of impoverished and minority student populations. Human Resources also offers sign on bonuses for HQ teachers in hard to staff areas and schools.

To address issues of any inequities in inexperience, a three-tiered mentoring support program (funded through Title II monies) is provided to enhance the support afforded to our Beginning Teachers. The three tiers include:

PALs retiree mentor – A highly-skilled mentor is assigned to all 1st year beginning teachers. PALs may also be assigned to 2nd year beginning teachers in Superintendent's Schools (those struggling more with improved student achievement);

Building mentors are assigned to all 1st, 2nd, and 3rd year teachers;

ICARE retiree mentor – For those teachers in need of extra mentoring support, an ICARE may be assigned to work one-on-one with the beginning teacher in a consultative manner. The ICARE may work with the teacher up to 40 hours within a 6 week period.

Additionally each school has a Lead SUCCESS designee who receives monthly support/professional development from the Beginning Teacher's Office to enhance the success of our beginning teachers.

The mentoring support offered via PALS is differentiated to address needs in all schools in regards to the numbers of Beginning Teachers and in schools with higher levels of poor or minority children that are struggling with increased student achievement. Our PALS also participate in monthly professional development/support sessions designed to enhance their capacities in working to address the needs of our beginning teachers. Training to extend the number of school level mentors is also offered as a support mechanism. Our Beginning Teacher Program Professional Development Facilitator, along with our Beginning Teacher Coordinator, make school and classroom visits to determine needs of our beginning teachers. Professional Development designed to meet the needs of our BT's is provided based on this ongoing needs assessment process. Additional professional development support is provided to our elementary and middle school instructional coaches, to secondary department chairs, and to individual schools to support the building of teacher capacity as well, especially in schools with higher levels of poverty and in schools that struggle with student achievement. Three half-days of system-wide content-specific (required participation) professional development will be offered to all certified staff for the 2016-17 school year.

Within these sessions, strategies to support different student learning needs, integrate technology, and use data and assessment to improve student learning will continue to be incorporated with the content-focus sessions. An additional focus of this
year's system-wide sessions will be a focus on best practices in aligning instruction and assessment. Additional (optional participation) professional development is provided to support the building of teacher and leadership capacity.

B. Strategies to be implemented that address the inequities/needs as identified in the description of teacher distribution above. For each strategy, provide evidence for the probable success of the strategy.

Strategy	Evidence of Probable Success
Human Resources and Beginning Teachers Staff participate in a variety of Job Fairs to recruit quality candidates for employment consideration.	Aggressive CCS recruiting presence at numerous job fairs across the nation increase the potential for hiring HQ candidates.
Early contracts are offered in order to hire HQ candidates in order to increase the potential of them selecting CCS	Offering early contracts to guarantee HQ candidates positions in the system increase the likelihood that they will select CCS with a guaranteed job.
CCS offers incentives for voluntary transfers to certain schools who have high levels of impoverished and minority student populations	Incentives such as these increase the likelihood that an HQ candidate would select to teach in designated schools.
CCS also offers sign on bonuses for HQ teachers in hard to staff areas and schools.	Incentives such as these increase the likelihood that an HQ candidate in designated subject areas would select to teach in designated schools

B.A description of how the LEA will evaluate the impact of the strategies.

Strategy	Evidence of Probable Success	How Strategy will be Evaluated
Human Resources and Beginning Teachers Staff participate in a variety of Job Fairs to recruit quality candidates for employment consideration.	Aggressive CCS recruiting presence at numerous job fairs across the nation increase the potential for hiring HQ candidates.	Recruiting Schedule dates, locations, and number of candidates hired and number remaining at end of year by location.
Early contracts are offered in order to hire HQ candidates in order to increase the potential of them selecting CCS	Offering early contracts to guarantee HQ candidates positions in the system increase the likelihood that they will select CCS with a guaranteed job.	Recruiting Schedule dates, locations, and number of candidates offered early contracts and number remaining at end of year.
CCS offers incentives for voluntary transfers to certain schools who have high levels of impoverished and minority student populations	Incentives such as these increase the likelihood that an HQ candidate would select to teach in designated schools.	Number and amount of transfer incentives offered, locations of recruitment and assignment, and number remaining at end of year.
CCS also offers sign on bonuses for HQ teachers in hard to staff areas and schools.	Incentives such as these increase the likelihood that an HQ candidate in designated subject areas would select to teach in designated schools	Number and amount of sign on bonus incentives offered, locations of recruitment and assignment, and number remaining at end of year
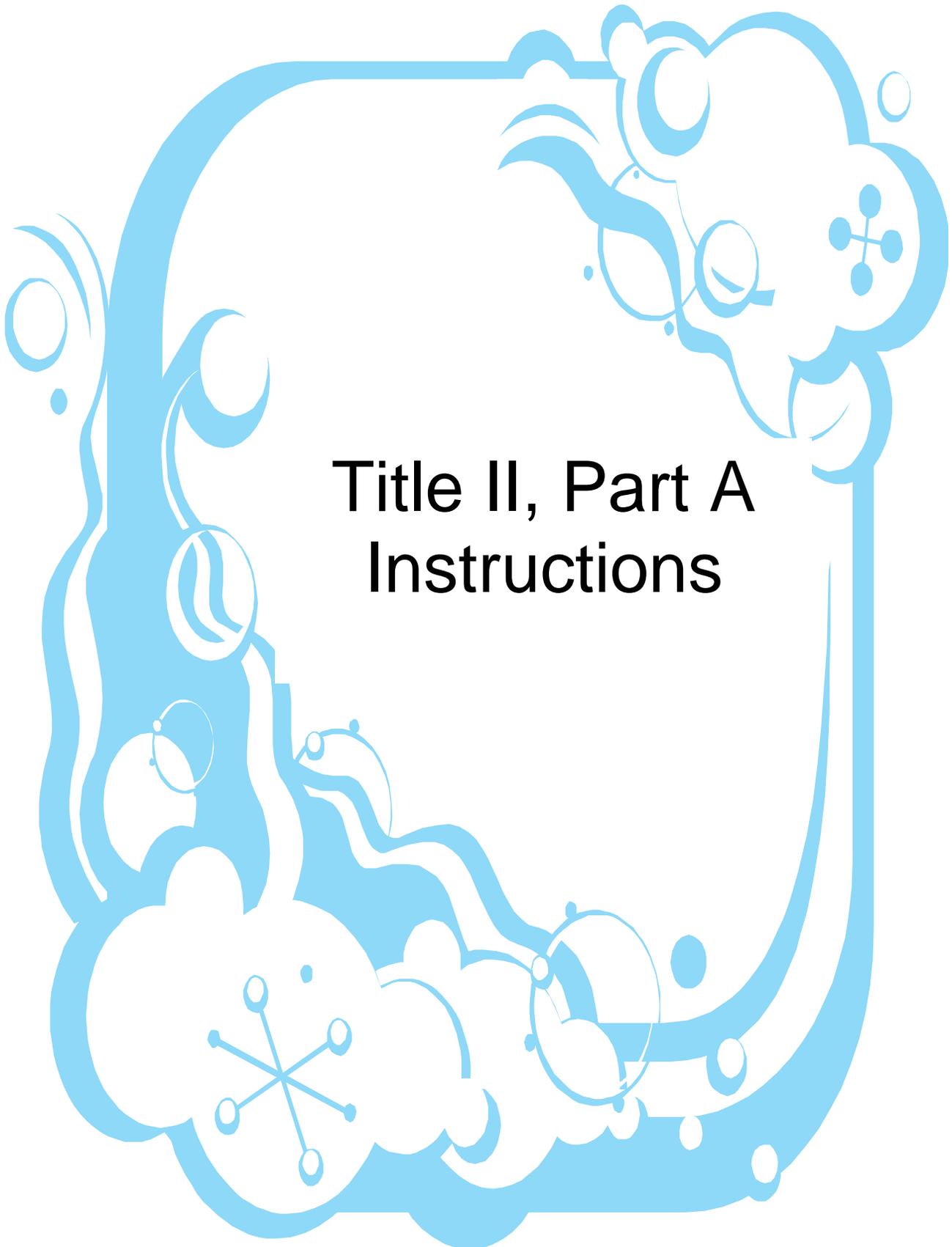
Title II, Part A Instructions

Title II
2016-2017

Title II funds must be used to supplement, not supplant other funding sources. Expenditures must directly assist in developing and supporting a high-quality teaching force, thereby improving student academic achievement.

◈ Title II Allocations for the 2016-2017 can only be used for professional development opportunities that occur between the receipt of allocation and June 30, 2017**(there will be no carryover funds).** All Title II proposals must be submitted by May 12, 2017.

◈ Proposals must be submitted through the SEA System for tracking Title II, Part A of Federal Funding.

◈ Proposals using Title II money must be submitted by May 12, 2017, to meet deadlines.

◈ Individuals attending professional development opportunities paid for through Title II funds must complete a Teacher Survey upon completion of the opportunity, which they will receive electronically (this comes to the email address you key into the proposal).

◈ Funds will only be used for professional development opportunities that are research-based, embedded (including a written follow-up plan for conference attendance that is included in the SEA SYSTEM proposal and sent to the Professional Development Office upon completion) and meet the needs identified in the school improvement plan. All Professional Development activities must meet the principles of high-quality (see appendix entry) and be a minimum of 10 contact hours. (Cumulative sessions over a minimum of 2 days around the same topic that total 10 hours are fine.) **(Single-day workshops or conferences are not covered under Title II funds)** Materials that are absolutely necessary to conduct the workshop can be purchased with Title II funds. Prior approval from the District Program is required.

SEA System Proposals

◈ A SEA System Proposal must be done for **all** staff development activities to be funded through Title II funds. ***No staff development expenditures should be submitted before the SEA System Proposal has been approved. No paperwork/check requests should be submitted prior to proposal approval.***

◈ When planning an in-house staff development or retreats and paying for food, schools will only be reimbursed up to the per diem rate for the number of people listed in the proposal. If school is in session and the cafeteria is serving lunch, Title II cannot pay for meals. Please also note that Title II funds are to be expended primarily on supporting the professional development of teachers.

◈ Per Title II guidelines it is necessary and integral part of a conference, meeting or training; the **food must be integral to the meeting, not just desirable**; attendance of the participant at the meal is necessary for his or her full participation in the conference or meeting or to fully benefit from the training; and the participant is not free to take the meal elsewhere without being absent from essential discussion, lectures, or speeches concerning the purpose of the conference, meeting, or training (Thus, if monies are used for meals, the meal must be a "working " meal, not just a lunch break).

- All staff development expenditures including materials, professional books, etc, must be submitted to Professional Development with a copy of the proposal, an agenda and reason 4's.

- Reminders for Submitting a Proposal in the Sea System
  - Include School Improvement Plan Strategy and Strategy Number;
  - Check box for traveling overnight and/or Out-of-State, if applicable;
  - If more than one funding source will be used for the activity, a separate proposal must be entered for each reflecting the activity aligned with the appropriate funding source.
  - List all participants (Only 10% certified personnel and paraprofessionals).
  - ½ day subs only (Teachers may be released from classroom for site-based PD for only a ½ day unless prior approval is given by Associate Superintendent of School Support.

*Check requests, Reason 4's, and Purchase Orders should **not** be sent to the Professional Development office until after Proposal has been approved. Paperwork received prior to approval will be returned to the school.*

Check Request (Proposal number on check request)

- All items submitted for payment must be completed to include on check request: **Purpose/Meeting, place/date of travel, SEA System Proposal number, required signatures, budget code, vendor number, etc. (Reason 4 with proposal number on it and agenda must accompany request).**

- All direct pays must be on the CCS vendor list (including staff development presenters). *It is the school's responsibility to add vendors needed to the CCS list.*

- *For Title II to pay any lodging, rooms must be shared and meet state per diem guidelines.*

- Snack (crackers/chips and drink) per diem rate is $1.50 per person.

- Title II will follow all county policies regarding staff development reimbursements (mileage reimbursement, car-pooling, per diem rates, etc.)
  - Mileage reimbursements are calculated from the school to the location for the staff development activity, not from home to the location. Schools cannot reimburse individuals for mileage and meals.
  - **Car-pooling** should include up to 3 people per vehicle (Title II will not reimburse the use of a rental car)
  - **Please note that CCS pays the lesser amount between airfare vs. car mileage for out of state trips.**
  - To receive meal reimbursements on the day of departure or return, the following time guidelines must be adhered to:
    - Breakfast: Depart prior to 6:00 AM
    - Lunch: Depart prior to 10:00 AM or return after 2:00 PM
      (Note: Lunch is only reimbursable for overnight travel)
    - Dinner: Return after 8:00 PM

- All pre-pays must be received in our office a <u>minimum of 20 business days before the event</u>.

- The Professional Development Office must receive the reimbursement request within 30 days of the date of the activity or reimbursement may be denied. (For activities occurring at the end of the year, submission of these requests must adhere to local timelines.) Receipts, invoices, approved Reason 4, agenda, and principal signature must accompany all requests.

Reason 4's (Proposal number on each reason 4)

◆ Unless the bookkeeper notifies Denise Nunnery (denisenunnery@ccs.k12.nc.us) via email within 10 days of the actual substitute date, Title II will deduct a flat rate of $111.00 per day for a substitute who is certified or $97.00 per day for a substitute who is not certified.

◆ The SEA System Proposal number needs to be written on the bottom of the Reason 4 and all documents pertaining to the proposal.

◆ Reason 4's for overnight trips must be submitted with an agenda. Please submit to the Professional Development Office and it will be forwarded to the appropriate Associate Superintendent from Professional Development upon approval of Title II proposal. All overnight trips must be pre-approved by the appropriate Associate Superintendent after receiving proposal approval.

◆ Agenda **must** accompany the Reason 4.

Purchase Orders

◆ Purchase orders or check requests (to providers) will be used in lieu of General Fund Reimbursements. Purchase orders must be used whenever possible.

◆ Use the correct budget code for your school and the Title II batch number PDTQ (Professional Development Teacher Quality). Principals/Directors/Specialists DO NOT APPROVE Title II POs.

◆ Notify Denise Nunnery email (denisenunnery@ccs.k12.nc.us) of the purchase order number in order for it to be approved and processed by Professional Development.

◆ Title II does not have a budget code for equipment over $500.00.

◆ In-town and out-of-town spending dates are set by the Finance Department and will apply to Title II spending. All purchase orders and requisitions must be submitted by the following dates: (These dates will be enforced by Title II)
  ➢ 80% spent by: Friday, December 16, 2016
  ➢ All POs must be submitted by May 12, 2017
  ➢ Direct Pays-Title II: Friday, May 26, 2017
  All purchase orders must be fully received by the school and invoiced with CCS purchasing department no later than **May 27, 2017**, or the Purchase Order will be cancelled.

Budget Codes

Substitute	3-5110-103-163-XXX-000-29
Presenter's Fee	3-5110-103-197-XXX-000-29
(If currently employed by CCS)	
Stipends	3-5110-103-196-XXX-000-29
Outside Presenter	3-5110-103-312-XXX-000-29
Staff Development Workshop Expenses	3-5110-103-312-XXX-000-29

◆ If you have any questions or need assistance with the SEA System, please call Denise Nunnery in the Professional Development Office at 678-2534.

Instructions for Travel

1. Please complete purpose, meeting place, and date(s) of travel, if applicable. This information is necessary to verify mileage, meal reimbursement and to properly code expenditures.

2. CCS will follow all county policies regarding travel reimbursements (mileage reimbursement, car-pooling, per diem rates, etc.)

    a) Mileage reimbursements are calculated from the school/work to the location and not from home to the location. Schools cannot reimburse individuals for mileage and meals.
    b) When 2 or more are traveling to the same location, car-pooling and room sharing are required when appropriate.
    c) Record round-trip miles of employees who use personal vehicles for official school business. CCS pays the lesser of airfare versus car mileage for out-of-state trips.
    d) Attached documentation must be provided detailing actual airfare costs. Penalties/charges resulting from cancellation/changes of airline reservation shall be the employee's responsibility if cancellation or change is due to personal benefit.
    e) Attached documentation indicating actual cost of registration and professional dues is required.
    f) Attached documentation indicating actual cost of lodging is required with a breakdown of lodging and tax.
    g) Please indicate number of meals using the following applicable per diem rates:

In-State: Breakfast $8.30	Out-of-State: Meal Rates: Based on federal
Lunch $10.90	per diem rates available in accounts
Dinner $18.70	payable office.

In order for meals to be reimbursable on days of departure or return the following time guidelines must be adhered:

Breakfast: Depart prior to 6:00 a.m.

Lunch: Depart prior to 10:00 a.m. or return after 2:00 p.m.
(Note: Lunch is only reimbursable for overnight travel.)

Dinner: Return after 8:00 p.m.

Meal allowance should not be claimed if it is included in registration fee, airline fare, etc... The per diems are inclusive of gratuities.

h) Parking fees, tolls, and storage fees are reimbursable. Receipts are required for fees in excess of $3.00 per day. Reimbursement of expense for airport parking is limited to 96 hours with receipt required. Fares for commuting are reimbursable. Receipts are required for one way trips which exceed $20.00.
i) Please provide description and attach documentation for other expenses.
3. Local staff development is administered through the central office and this form must be routed through the appropriate department before being sent to finance. Federal programs and athletic requests should be routed through the director's office for approval before being sent to finance. Professional allotments are limited to school and central office administrators. Other types of expenditures not listed should be described so that expenditures will be properly coded.
4. Claimant is individual making request. If payee is other than claimant (i.e. you desire us to pay the hotel directly or have the school reimbursed) please indicate and reflect correct address. All employee and school reimbursements will be mailed to work locations.
5. Approval for payment must be signed by supervisor authorizing/verifying expenses incurred by claimant. Signature indicates that this form has been completed properly with attached documentation and correct totals. Please provide a Budget code to prevent delays in processing.

IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM PLEASE CONTACT:
ACCOUNTS PAYABLE AT (910) 678-2373

To go to the SEA System page the email address is: http://www.seasystem.net/cgi-bin/cco/proposal.plx

To submit a proposal from the SEA System page > All other activities.
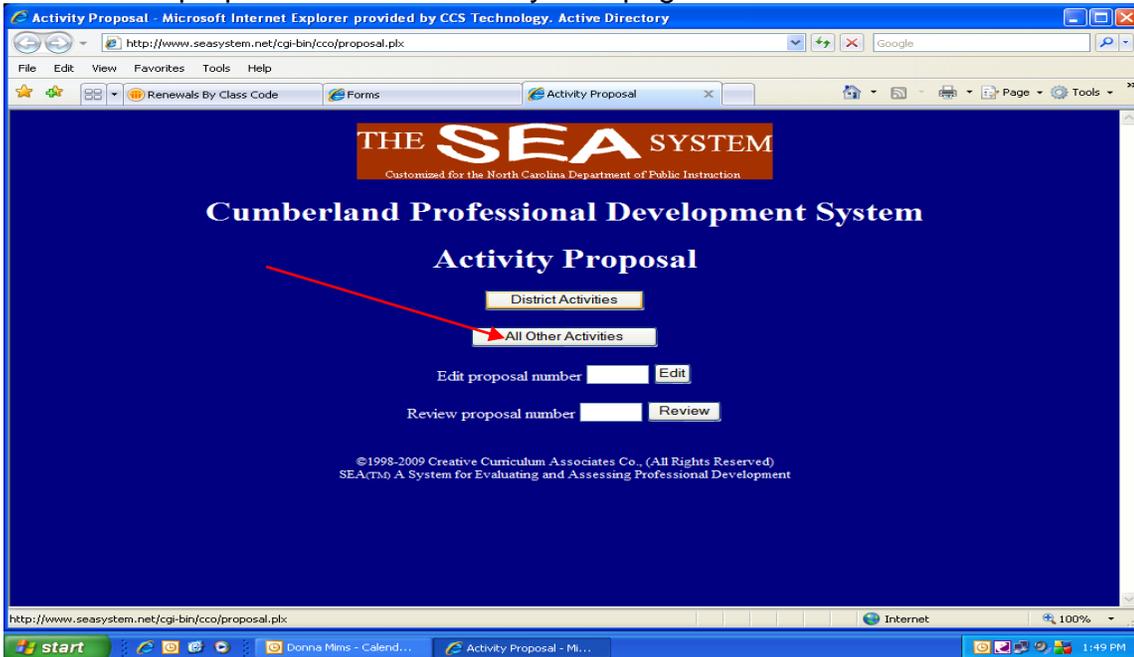
Name of School > Title of Professional Development > Discipline focus > Start and end date > Activity length (must be at least 10 hours) > Number of teachers attending the Professional Development > Location of PD > Describe the PD

Describe the activity relationship to the SIP and school level PD needs.
Use the drop-down boxes for Title I or Title II or AYPN.

After filling out the dollar amounts for proposal > next page

Fill out teacher name > email address > place on hold for Principal review.
The Principal will review proposal, answer the questions and submit to district level.