

Operations Conference - Financial Literacy Q&A (August 1 and 2, 2019)

#	#	Topic	Ops Con Day	Response
1	Can an Assistant Principal sign off on Assistant certification form if they oversee Special Education?	Grants Compliance/Special Ed	Day 1	Yes, either the Principal or an Assistant Principal who oversees special education may sign the form.
2	Can there be Assistant observations in the future?	Grants Compliance/Special Ed	Day 1	The broader question is of accountability for CAs and 1:1s. Only the Principal or Assistant Principal can do an "observation" as understood by the PFT contract. However, teachers (including SPCMs), as certificated personnel have the authority under PA law to "direct" the Assistants consistent with the duties of their job description. In that directive mode, the teacher and / or SPCM is able to report to the Principal and / or AP instances of Assistant non-compliance with the obligations contained in the Assistant job description.
3	Can the Assistant certification form contain the teacher and SPCM signatures?	Grants Compliance/Special Ed	Day 1	The form should contain the signature of a responsible building official. As the building leader, the Principal or the AP (if that person oversees special education) is required to sign the form. However, teachers (including SPCMs), as certificated personnel have the authority under PA law to "direct" the Assistants consistent with the duties of their job description.
4	What if there are no staff to cover 1:1 needs?	Grants Compliance/Special Ed	Day 1	Talent is doing its best at hiring. The "daily decision tree" contained in the guidance to be issued soon provides a sequence of assignments that are consistent with legally prescribed adult coverage of students with needs. A special education Classroom Assistant can be used to support a student in need of a 1:1. By law, special education students get coverage first.
5	How do you get to grants forms (online)?	Grants Compliance/Special Ed	Day 1	At the following link, or contact your GCM. <a href="https://www.philasd.org/grantcompliance/forms/">https://www.philasd.org/grantcompliance/forms/</a>
6	What are the hours of a Special Education Assistant?	Grants Compliance/Special Ed	Day 1	The Assistant works a 6.75 hour work day with a mandatory 1 hour uninterrupted lunch for a total of 7.75 hours.
7	Assistant Superintendents to list the compliance monitors	Grants Compliance/Special Ed	Day 1	The link to the assignment list is <a href="https://www.philasd.org/budget/contact/whom-to-contact-for-what/">https://www.philasd.org/budget/contact/whom-to-contact-for-what/</a>
8	Can a 1:1 be used for another student with a 1:1?	Grants Compliance/Special Ed	Day 1	Yes. If a student with a 1:1 is absent, and another student with 1:1 is present but the assigned adult is absent, the 1:1 adult who is present can fill in as the 1:1 for the student who is present.
9	Can a 1:1 or CA be assigned to duties other than with special education students?	Grants Compliance/Special Ed	Day 1	Yes, with limitations. Given a standard school day of 7 hours and 4 minutes with a 30 minute lunch, and given the work day of an Assistant (i.e., 7.75 hours less a 1 hour lunch), an Assistant could have about 20 to 30 minutes before the bell time start of school and about 20 to 30 minutes after bell time end of school to perform other duties as assigned by the Principal or designee. Situations will vary by school that will impact the amount of "other duty" time available, particularly the work schedule of the Assistant which should coincide with the school day of students. Given the standard school and work day scenario outlined, it would be reasonable for Assistants to mark on their bi-weekly certification form up to 15% of their time being spent working on "Other Activities" (see certification form).
10	How should 1:2s and 1:3s be assigned and how should their time be managed?	Grants Compliance/Special Ed	Day 1	Adults assigned to 2 or 3 students should be assigned to those students to meet the student needs described in the IEP. The adult's time with each of the students should be coordinated to that end. Once the requirements of the student's IEPs are satisfied, there may be time available for "Other Activities".
11	Can the Assistant certification form be completed and signed electronically?	Grants Compliance/Special Ed	Day 1	An electronic form and phone app was considered. However, Assistants are not assigned school computers and it is not practical to require Assistants to use an SDP app on their personal smart phone, if they have one. A paper form is the easiest option. The form should take no more than 5 minutes to complete once every two weeks. We will continue to seek a paperless solution that is feasible to implement.
12	What does the Special Education Assistant accountability structure look like?	Grants Compliance/Special Ed	Day 1	There are two components. The first is a system for schools to record the assignment of Assistants (including vacancies) and those coming new into the building during the year. This will be accomplished through a Google sheet and form to be updated each bi-weekly pay period by the SPCM. The second is the certification form for the Assistant to record their time each bi-weekly pay period. Assistants are expressly NOT required to keep a daily log of time, or any kind of time log. Assistants only need to think back regarding time spent at their job during the prior bi-weekly period (concurrent with a pay period) and estimate how much time they spent doing a few activities. This should take no more than 5 minutes of the Assistant's time every two weeks and can be done during normal working hours. The Grant Compliance Office will compare Assistant assignments and the signed certification form for time on task assurance. Where there appears to be discrepancies, follow-up will occur with school staff. Conversations may be required with the Principal, Assistant Superintendent, and Chief of Schools.
13	How are staff being trained?	Grants Compliance/Special Ed	Day 1	Training will occur through direct contact between Grant Compliance Monitors and school staff throughout the year. The Grant Compliance Monitor will be the point of contact for issues during the year as well. SPCMs will train Assistants new to the District as they come into the building on the certification form. The direct contact training will be supplemented with short video training segments to be housed in Cornerstone and available to all staff, including Assistants. Cornerstone training can be accessed through a smart phone if that's the method of choice or necessity for any of the staff.
14	Updated sales tax form/tax exempt form	Student Activity Funds	Day 1	Request from the Procurement Department who is responsible for filing the form or ask your ACCM.
15	Are principals required to reimburse teachers for parking/travel if required to go to 440?	Travel and Class Trips	Day 1	Employees can be reimbursed for travel expenses while traveling on official District business; travel expenditures can include routine (inter/intra city) travel for conferences, business meetings, training sessions as well as commuting to multiple work locations (from one work location to another work location between schools and offices). Parking fees are reimbursable when parking at commercial parking areas is necessary. Parking fees are not reimbursable with respect to Headquarters.
16	If required as part of job, is a trip to court reimbursable (i.e. principal subpoenaed to grand jury in Montgomery County)?	Travel and Class Trips	Day 1	Employee travel(routine and out-of-town) expenses are reimbursable expenditures when in compliance with the School District of Philadelphia's Employee Travel and Business-Related Expense Reimbursement Policy 331 and Procedural Guidelines. Employees can be reimbursed for travel expenses while traveling on official District business.
17	Intercity travel timeline to submit to Accounts Payable for last school year	Travel and Class Trips	Day 1	Employees should submit their travel reimbursement request in a timely (weekly) manner; Employees who travel frequently, might want to submit their travel reimbursement requests on a monthly basis. All travel reimbursement requests should be submitted within the same fiscal year as to when the travel.
18	Please clarify inter vs. intra travel? Believe slide is incorrect definition of inter vs. intra	Travel and Class Trips	Day 1	Routine (Inter-City) travel is defined as, travel outside the geographical limits of the City of Philadelphia although within the states of Pennsylvania, New Jersey, and Delaware, less than 150 miles (one way) and does not include an overnight stay. Routine (Intra-City) travel is defined as travel within the geographical limits of the City of Philadelphia.
19	Can a similar training/refresh on payroll and leave coding be conducted for secretaries?	Payroll Processes/Employee Leaves	Day 1	Will discuss with Chiefs.
20	Can we obtain HR Talent's no show form.	Payroll Processes/Employee Leaves	Day 1	There is a form in SMS which Position Control reviews.
21	Illness in family vs. sick day?	Payroll Processes/Employee Leaves	Day 1	If emp is sick-F04 coding, if emp is absent for a family member who is sick-F31.
22	89 day unpaid leave explained (e.g., parental).	Payroll Processes/Employee Leaves	Day 1	All employees are eligible for up to 89 days of unpaid leave to care for newborn children. Talent provides substitute coverage during this period.
23	Religious holiday leave requirements	Payroll Processes/Employee Leaves	Day 1	Emp must submit letter from the head of the employee's congregation to EHS (employeehealth@philasd.org)
24	Workers Comp claim approvals- how do you know?	Payroll Processes/Employee Leaves	Day 1	A comp determination is sent to supervisor who entered the claim from PMA.
25	What does TPER stand for?	Payroll Processes/Employee Leaves	Day 1	Time and Attendance Timesheet
26	What is the inclement weather late dismissal pay policy?	Payroll Processes/Employee Leaves	Day 1	An email is sent from the Office of Talent annually regarding inclement weather.
27	Is there time off when child is in military?	Payroll Processes/Employee Leaves	Day 1	FMLA, contact <a href="mailto:fmla@philasd.org">fmla@philasd.org</a>
28	Absence 3 1/2 days is when a doctor's note is needed - please clarify	Payroll Processes/Employee Leaves	Day 1	SEH-3 absence card is submitted for sick and/or illness in family days for more than three consecutive days.
29	What to do when your employee is expecting?	Payroll Processes/Employee Leaves	Day 1	Please ask them to contact EHS at <a href="mailto:employeehealth@philasd.org">employeehealth@philasd.org</a> or 215-400-6296.
30	Is there male paternal leave?	Payroll Processes/Employee Leaves	Day 1	Yes, Please ask them to contact EHS at <a href="mailto:employeehealth@philasd.org">employeehealth@philasd.org</a> or 215-400-6296.
31	For leave, what is the time frame for a period of mourning, and for funeral leave?	Payroll Processes/Employee Leaves	Day 1	Period of mourning requests should be sent to EHS at <a href="mailto:employeehealth@philasd.org">employeehealth@philasd.org</a> . Funeral leave is granted based on relationship to employee,consanguinity is the same: 1. Immediate Family In the event of the death of a parent, spouse or child. Five work days, including the day of the funeral, taken within ten working days from date of death.2. Close Family/ Resident of Household in the event of the death of a sister, brother, grandchild, grandparent, or resident of the same household as the employee. Three work days, including the day of the funeral, taken within ten working days from date of death
32	When is an employee coded F61 and who codes them?	Payroll Processes/Employee Leaves	Day 1	Employees are coded F61 - unauthorized leave for no call no show and are coded by their payroll secretary.
33	Provide FMLA write up for chargeable absences	Payroll Processes/Employee Leaves	Day 1	FMLA, contact <a href="mailto:fmla@philasd.org">fmla@philasd.org</a>
34	Who in Legal is the best contact regarding student claims for damages (i.e. teacher takes phone from student, and then disappears)?	Student Activity Funds	Day 1	Lisa Nicas (ext 5169) and Kimberly Dutch, Esquire (ext. 5310)
35	How do I know who my budget analyst and ACCM is?	Student Activity Funds	Day 1	When in the Office Directory on the School District website, select "Accounting Services" and then on far right, click on "Not Sure Who To Contact" and find the school in question on the excel table.

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36	Transpass process- is there an online system to track or can one be developed?	Other - Transportation	Day 1	
37	What are the EC rates for all people?	Other - HR	Day 1	Contact Class and Compensation in the Talent Office for rates.
34	Process for coding employees out more than 3 days (rules/forms)	Payroll Processes/Employee Leaves	Day 1	SEH-3 Absence Cards must be submitted to Employee Health Services for personal illness/illness in family leaves.
35	Hourly ratesfor AP/Climate Managers on Sat/Sun? Changing?	Other - HR	Day 2	Contact Class and Compensation in the Talent Office for rates.
37	Production Accounts - (e.g. CTE Culinary) - How are they accounted for?	Student Activity Funds	Day 2	There should be no separate bank accounts. Each CTE program can have a fund within the student activity account. Money from sales gets deposited and disbursements must be related to . in support of the particular program
38	Is there a limit to F13 - Funeral Leaves?	Payroll Processes/Employee Leaves	Day 2	There is no limit to the number of times for funeral leave. Monitor attendance to discover patterns and contact Employee Relations if there is a concern.
39	APs getting paid 8/8 through 8/11 prior to reorg?	Other - HR	Day 2	Contact Class and Compensation in the Talent Office for guidance.
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44	Is parking reimbursible (e.g. BAM in Center City Philadelphia? They were told no by Chief of Schools.	Travel/Class Trips	Day 2	SDP Travel policy indicates that the most economical form of transportation should be used. If public transportation is available and easily accessible that would be the most economical. If no public transportation is available or the parking fee is less, parking reimbursement is allowable and charged to the school/office budget if approved by the Chief of Schools Office and Grant Compliance Office if grant funded.
45	What Leave before or after a holiday is allowable?	Payroll Processes/Employee Leaves	Day 2	Personal Leave before or after a holiday must be approved by Employee Relations.
46	Where is the "no show" form - F61	Payroll Processes/Employee Leaves	Day 2	The no show form is in SMS and reviewed by position control.
48	Items that are/aren't sale tax e.g., food - pretzels fundraiser	Student Activity Funds	Day 2	Food is not taxable. Rule of thumb is... if the corner store would charge sales tax, we need to charge sales tax. The exception is a fundraiser, for example, greeting cards. If the sales tax is paid when the school purchases the items for resale, then sales tax does not need be charged. The state only wants their sales tax once. Ideally from the end user, but fundraisers can be an exception.
49	Signing in on TPERs when employee is offsite on business (e.g. PD)	Payroll Processes/Employee Leaves	Day 2	An employee is either signing in or F20 is entered on the TPER. A SEH-86 should be submitted to the Payroll Secretary with supporting documentation of the PD.
53	Link to W9	Student Activity Funds	Day 2	Google on IRS website or contact Accounts Payable.
54	Travel - PIL - if don't pass through home office is excess mi. reimb.	Travel/Class Trips	Network 3	Travel expenses associated with District business in excess of commuting expenses are reimbursable. An employee whose travel during a given day does not include travel through headquarters shall be reimbursed for all mileage traveled that day in excess of the employee's ordinary commuting mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. Expenses relating to grant funds must meet the grant requirements.
55	Wells Fargo-Political/racial issues - thoughts for changing	Other - Finance	Network 3	Wells Fargo bank was chosen for Student Activity Funds due to the majority of schools already banking at a branch and the number of locations in proximity to schools throughout the City of Philadelphia.
56	Codes for Payroll Provided	Payroll Processes/Employee Leaves	Network 3	Payroll Codes are posted on the Payroll and Employee Health site-maps.
57	Docu-sign for 1:1 forms?	Grants Compliance/Special Ed	Network 3	An electronic form was considered...even creating a phone app. However, the Assistants are not assigned school computers and it's not practical to require Assistants to use an SDP app on their personal smart phone, if they have one. A paper form is the easiest option. The form should take no more than 5 minutes to complete once every two weeks. We will continue to seek a solution that doesn't require paper and is feasible to implement.
58	Gift Cards Purchase through donations	Grants Compliance/Special Ed	Network 3	It is possible to purchase gift cards with donated funds. However, a "reasonable" standard should prevail when deciding how much, who receives, and under what criteria gift cards are provided. Discuss the topic with either your Grant Compliance Monitor or ACCM for guidance.
59	Use of Bus Attendants time when not on routes-get a list of "extra time"	Grants Compliance/Special Ed	Network 3	The Transportation Office will provide upon request the hours Bus Attendants are required to be in the schools when they are not on a bus route.
61	SAF/SFO - Credit cards set-up - how to?	Student Activity Funds	Network 3	Reach out to your ACCM, regarding set-up
62	HSA collect dues through credit cards and give money to SAF	Student Activity Funds	Network 3	That can occur as long as the SAF just gets a donation for under \$5,000 from the HSA. We do not care how the HSA collected the money that they are donating to the school. If it is over \$5,000, the funds need to go to the District to be added to the school budget on to a separate "grant" code.