

I. INTERNAL CONTROLS, POLICIES, AND PROCEDURES-FY 2021

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>The Superintendent of Schools, Dr. Jeremy Larson, offered comprehensive training sessions for all personnel within the business office, maintenance, and technology departments regarding the procurement procedure for items that require bidding at a value of \$25,000 and above. The training was facilitated by an attorney from Robbins Schwartz, who specifically tailored the session to meet the needs of the Paris 95 school district. The training was conducted remotely via Zoom.</p> <p>To enhance transparency and accountability, Dr. Jeremy Larson, Superintendent, has implemented an additional section on the Board agenda that focuses on purchases amounting to \$25,000 and greater. This new section enables the Board of Education to thoroughly review and approve such expenditures, ensuring proper oversight.</p> <p>To ensure legal compliance, the accounts payable coordinator, Abby Davis, assumes the responsibility of monitoring all purchases amounting to \$25,000 and above. Abby diligently collects all relevant paperwork from the respective departments and maintains a comprehensive file of these documents.</p> <p>Training will continue to occur for office staff on following all bid procedures as outlined in Board Administrative Policy and Administrative Procedures 4:60. This training will include adherence to the development of bid specs, adherence to bid timelines, and correct submission to the Board of Education for awarding the bid. A bid spreadsheet will be kept for each bid opening. Action following bid award will include letters to the successful bidder along with rejection letters as appropriate. Payment will not be made until the proper invoicing is received. All documents will be retained per the established requirement period.</p>	06/30/ 2024

FINDING NO. 2	<p>Abby Davis, Purchasing Coordinator, participated in a training session organized by the Illinois Association of School Business Officials. The training focused on the proper management and tagging of inventory assets. In order to ensure accurate asset tracking, the services of Industrial Appraisal were enlisted to conduct a comprehensive review of all assets and affix appropriate tags to each item.</p> <p>Upon the completion of the Industrial Appraisal project, several departments within the school system will be required to undergo asset management training. These departments include all grant-funded programs, the maintenance department, the technology department, the nutrition department, and the business department.</p> <p>Upon completion of the initial inventory, staff as mentioned above will be reminded to inventory new equipment purchases going forward including a description of the property; serial number or other identification number, source of funding, title holder, acquisition date, cost of property; percentage of federal participation in the project costs, location, size and condition of property, and any ultimate disposition data including date of disposal and sale price of the property. It will be the joint responsibility of the Superintendent and Abby Davis, Purchasing Coordinator, to oversee and ensure the successful implementation of the inventory process.</p>	<p>Completed</p> <p>06/30/2024</p>
FINDING NO. 3	<p>Purchasing Coordinator, Abby Davis, in assistance with the individual grant coordinators will be responsible for conducting a physical inventory of equipment on a biennial basis. This inventory process will involve reconciling the physical count with the existing records to ensure accuracy. Abby will initiate the first verification of all assets once the forthcoming project for asset tag management, undertaken by Industrial Appraisal, has been successfully completed.</p>	<p>06/30/2024</p>
FINDING NO. 4	<p>The Superintendent of Schools, Dr. Jeremy Larson, will not authorize the purchase of equipment from</p>	<p>Completed</p>

	<p>grants prior to written approval by the Illinois State Board of Education.</p> <p>In following the new PO process, there should be checks and balances prior to reaching this stage. See Appendix A. Lorraine Bailey and Anna Collier (consultants) will assume training responsibility</p>	12/31/2023
--	--	------------

II. EARLY CHILDHOOD BLOCK GRANT - 3705-00-FY2021

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	12/31/2023
FINDING NO. 2	<p>To ensure proper oversight and approval, all wage approvals will follow a structured process. A payroll verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla</p>	09/30/2023

	<p>Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	
FINDING NO. 3	<p>Micayla Groover, HR Coordinator, will ensure all personnel are properly licensed for their positions. Micayla will verify with the ISBE principal consultant on the necessary licensure. Micayla will then follow up with the Regional Office of Education to ensure the individual is properly licensed. Micyala will then print a copy from ELIS for her records and place it in the employee personnel file. Individuals will give transcripts to MG as well as a copy of the ISBE license from ELIS. MG will verify the position license required with each individual grant coordinator.</p>	08/31/2023
FINDING NO. 4	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are permissible.</p> <p>In the event of a question regarding the permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	12/31/2023

FINDING NO. 5	<p>Anna Collier, an external consultant, will have the responsibility of submitting precise periodic grant expenditure reports. This will involve a meticulous review of all expenditure reports generated by the district's financial software. Anna will collaborate closely with the internal employee overseeing the grant to ensure the alignment and accuracy of the budgets.</p> <p>Anna's primary focus will be to ensure that the expenditure report faithfully reflects the actual expenses incurred. When the fiscal year concludes, Anna Collier will document any expenses that were both incurred and obligated due to salary accounts extending beyond the fiscal year.</p> <p>In the event that Anna needs to make changes or corrections to an expenditure report, she will directly communicate with the principal consultant, as well as the funding and disbursements department, through email. This communication will serve as documentation of their conversation. All supporting documents and source materials will be diligently maintained and kept on file for future reference.</p> <p>Following the detailed process outlined in Appendix A should eliminate any inaccurate reporting.</p>	12/31/2023
---------------	---	------------

III. EARLY CHILDHOOD BLOCK GRANT 3705-01-FY2021

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of</p>	12/31/2023

	<p>expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	
FINDING NO. 2	<p>To ensure proper oversight and approval, all wage approvals will follow a structured process. A payroll verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program- Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	09/30/2023
FINDING NO. 3	<p>Anna Collier, an external consultant, will have the responsibility of submitting precise periodic grant expenditure reports. This will involve a meticulous review of all expenditure reports generated by the district's financial software. Anna will collaborate closely with the internal employee overseeing the grant to ensure the alignment and accuracy of the budgets.</p> <p>Anna's primary focus will be to ensure that the expenditure report faithfully reflects the actual expenses incurred. When the fiscal year concludes,</p>	12/31/2023

	<p>Anna Collier will document any expenses that were both incurred and obligated due to salary accounts extending beyond the fiscal year.</p> <p>In the event that Anna needs to make changes or corrections to an expenditure report, she will directly communicate with the principal consultant, as well as the funding and disbursements department, through email. This communication will serve as documentation of their conversation. All supporting documents and source materials will be diligently maintained and kept on file for future reference.</p> <p>Following the detailed process outlined in Appendix A should eliminate any inaccurate reporting.</p>	
--	--	--

IV. EARLY CHILDHOOD BLOCK GRANT 3705-PE-FY2021

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	12/31/2023
FINDING NO. 2	To ensure proper oversight and approval, all wage approvals will follow a structured process. A payroll	09/30/2023

	<p>verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program- Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	
FINDING NO. 3	<p>Micayla Groover, HR Coordinator, will ensure all personnel are properly licensed for their positions. Micayla will verify with the ISBE principal consultant on the necessary licensure. Micayla will then follow up with the Regional Office of Education to ensure the individual is properly licensed. Micayla will then print a copy from ELIS for her records and place it in the employee personnel file. Individuals will give transcripts to MG as well as a copy of the ISBE license from ELIS. MG will verify the position license required with each individual grant coordinator.</p>	08/31/2023
FINDING NO. 4	<p>Anna Collier, an external consultant, will have the responsibility of submitting precise periodic grant expenditure reports. This will involve a meticulous review of all expenditure reports generated by the district's financial software. Anna will collaborate closely with the internal employee overseeing the grant to ensure the alignment and accuracy of the budgets.</p> <p>Anna's primary focus will be to ensure that the expenditure report faithfully reflects the actual</p>	12/31/2023

	<p>expenses incurred. When the fiscal year concludes, Anna Collier will document any expenses that were both incurred and obligated due to salary accounts extending beyond the fiscal year.</p> <p>In the event that Anna needs to make changes or corrections to an expenditure report, she will directly communicate with the principal consultant, as well as the funding and disbursements department, through email. This communication will serve as documentation of their conversation. All supporting documents and source materials will be diligently maintained and kept on file for future reference.</p> <p>Following the detailed process outlined in Appendix A should eliminate any inaccurate reporting.</p>	
--	---	--

V. TITLE I - LOW INCOME - 4300-00-FY2021

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	12/31/2023
FINDING NO. 2	To ensure proper oversight and approval, all wage	09/30/2023

	<p>approvals will follow a structured process. A payroll verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program- Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	
FINDING NO. 3	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are permissible.</p> <p>In the event of a question regarding the permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	12/31/2023
FINDING NO. 4	Anna Collier, an external consultant, will have the responsibility of submitting precise periodic grant	12/31/2023

	<p>expenditure reports. This will involve a meticulous review of all expenditure reports generated by the district's financial software. Anna will collaborate closely with the internal employee overseeing the grant to ensure the alignment and accuracy of the budgets.</p> <p>Anna's primary focus will be to ensure that the expenditure report faithfully reflects the actual expenses incurred. When the fiscal year concludes, Anna Collier will document any expenses that were both incurred and obligated due to salary accounts extending beyond the fiscal year.</p> <p>In the event that Anna needs to make changes or corrections to an expenditure report, she will directly communicate with the principal consultant, as well as the funding and disbursements department, through email. This communication will serve as documentation of their conversation. All supporting documents and source materials will be diligently maintained and kept on file for future reference.</p> <p>Following the detailed process outlined in Appendix A should eliminate any inaccurate reporting.</p>	
--	---	--

VI. TITLE II - TEACHER QUALITY 4932-00-FY2021

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will</p>	12/31/2023

	<p>follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	
FINDING NO. 2	<p>To ensure proper oversight and approval, all wage approvals will follow a structured process. A payroll verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program- Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	09/30/2023
FINDING NO. 3	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are permissible.</p> <p>In the event of a question regarding the</p>	12/31/2023

	<p>permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	
FINDING NO. 4	<p>Anna Collier, an external consultant, will have the responsibility of submitting precise periodic grant expenditure reports. This will involve a meticulous review of all expenditure reports generated by the district's financial software. Anna will collaborate closely with the internal employee overseeing the grant to ensure the alignment and accuracy of the budgets.</p> <p>Anna's primary focus will be to ensure that the expenditure report faithfully reflects the actual expenses incurred. When the fiscal year concludes, Anna Collier will document any expenses that were both incurred and obligated due to salary accounts extending beyond the fiscal year.</p> <p>In the event that Anna needs to make changes or corrections to an expenditure report, she will directly communicate with the principal consultant, as well as the funding and disbursements department, through email. This communication will serve as documentation of their conversation. All supporting documents and source materials will be diligently maintained and kept on file for future reference.</p> <p>Following the detailed process outlined in Appendix A should eliminate any inaccurate reporting.</p>	12/31/2023

VII. FEDERAL - SPECIAL EDUCATION - IDEA-FLOW THROUGH-4620-00-FY2021

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p>	12/31/2023

	<p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	
FINDING NO. 2	<p>To ensure proper oversight and approval, all wage approvals will follow a structured process. A payroll verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program- Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	09/30/2023
FINDING NO. 3	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p>	12/31/2023

	<p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are permissible.</p> <p>In the event of a question regarding the permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	
FINDING NO. 4	<p>Anna Collier, an external consultant, will have the responsibility of submitting precise periodic grant expenditure reports. This will involve a meticulous review of all expenditure reports generated by the district's financial software. Anna will collaborate closely with the internal employee overseeing the grant to ensure the alignment and accuracy of the budgets.</p> <p>Anna's primary focus will be to ensure that the expenditure report faithfully reflects the actual expenses incurred. When the fiscal year concludes, Anna Collier will document any expenses that were both incurred and obligated due to salary accounts extending beyond the fiscal year.</p> <p>In the event that Anna needs to make changes or corrections to an expenditure report, she will directly communicate with the principal consultant, as well as the funding and disbursements department, through email. This communication will serve as documentation of their conversation. All supporting documents and source materials will be diligently maintained and kept on file for future reference.</p> <p>Following the detailed process outlined in Appendix A should eliminate any inaccurate reporting.</p>	12/31/2023

VIII. OTHER FEDERAL PROGRAMS - 4998-ER-FY2020

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	12/31/2023
FINDING NO. 2	<p>Anna Collier, an external consultant, will have the responsibility of submitting precise periodic grant expenditure reports. This will involve a meticulous review of all expenditure reports generated by the district's financial software. Anna will collaborate closely with the internal employee overseeing the grant to ensure the alignment and accuracy of the budgets.</p> <p>Anna's primary focus will be to ensure that the expenditure report faithfully reflects the actual expenses incurred. When the fiscal year concludes, Anna Collier will document any expenses that were both incurred and obligated due to salary accounts extending beyond the fiscal year.</p> <p>In the event that Anna needs to make changes or corrections to an expenditure report, she will directly communicate with the principal consultant, as well as the funding and disbursements department, through email. This communication</p>	12/31/2023

	<p>will serve as documentation of their conversation. All supporting documents and source materials will be diligently maintained and kept on file for future reference.</p> <p>Following the detailed process outlined in Appendix A should eliminate any inaccurate reporting.</p>	
--	--	--

IX. OTHER FEDERAL PROGRAMS 4998-E2-FY2021

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	12/31/2023
FINDING NO. 2	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are</p>	12/31/2023

	<p>permissible. In the event of a question regarding the permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	
FINDING NO. 3	<p>Anna Collier, an external consultant, will have the responsibility of submitting precise periodic grant expenditure reports. This will involve a meticulous review of all expenditure reports generated by the district's financial software. Anna will collaborate closely with the internal employee overseeing the grant to ensure the alignment and accuracy of the budgets.</p> <p>Anna's primary focus will be to ensure that the expenditure report faithfully reflects the actual expenses incurred. When the fiscal year concludes, Anna Collier will document any expenses that were both incurred and obligated due to salary accounts extending beyond the fiscal year.</p> <p>In the event that Anna needs to make changes or corrections to an expenditure report, she will directly communicate with the principal consultant, as well as the funding and disbursements department, through email. This communication will serve as documentation of their conversation. All supporting documents and source materials will be diligently maintained and kept on file for future reference.</p> <p>Following the detailed process outlined in Appendix A should eliminate any inaccurate reporting.</p>	12/31/2023

X. EARLY CHILDHOOD BLOCK GRANT - 3705-00-FY2022

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized</p>	12/31/2023

	<p>accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	
FINDING NO. 2	<p>To ensure proper oversight and approval, all wage approvals will follow a structured process. A payroll verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program- Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	09/30/2023
FINDING NO. 3	<p>Micayla Groover, HR Coordinator, will ensure all personnel are properly licensed for their positions. Micayla will verify with the ISBE principal consultant on the necessary licensure. Micayla will</p>	08/31/2023

	<p>then follow up with the Regional Office of Education to ensure the individual is properly licensed. Micyala will then print a copy from ELIS for her records and place it in the employee personnel file. Individuals will give transcripts to MG as well as a copy of the ISBE license from ELIS. MG will verify the position license required with each individual grant coordinator.</p>	
FINDING NO. 4	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are permissible. In the event of a question regarding the permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	12/31/2023

XI. EARLY CHILDHOOD BLOCK GRANT 3705-01-FY2022

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will</p>	12/31/2023

	<p>also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	
FINDING NO. 2	<p>To ensure proper oversight and approval, all wage approvals will follow a structured process. A payroll verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program- Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis.. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	09/30/2023
FINDING NO. 3	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are permissible. In the event of a question regarding the permissibility of an expense, Abby Davis will</p>	12/31/2023

	directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.	
--	--	--

XII. EARLY CHILDHOOD BLOCK GRANT 3705-PE-FY2022

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	12/31/2023
FINDING NO. 2	<p>To ensure proper oversight and approval, all wage approvals will follow a structured process. A payroll verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program- Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility</p>	09/30/2023

	<p>of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	
FINDING NO. 3	<p>Micayla Groover, HR Coordinator, will ensure all personnel are properly licensed for their positions. Micayla will verify with the ISBE principal consultant on the necessary licensure. Micayla will then follow up with the Regional Office of Education to ensure the individual is properly licensed. Micyala will then print a copy from ELIS for her records and place it in the employee personnel file. Individuals will give transcripts to MG as well as a copy of the ISBE license from ELIS. MG will verify the position license required with each individual grant coordinator.</p>	08/31/2023
FINDING NO. 4	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are permissible.</p> <p>In the event of a question regarding the permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	12/31/2023
FINDING NO. 5	Madysen Collier, Secretary to the Superintendent,	03/01/2024

	<p>will be responsible for submitting a bi-monthly budget report across the entire district. This report will include the balances of all accounts and will be submitted to the internal employees who are tasked with overseeing each grant.</p> <p>It is expected that the internal employees will utilize all grant supplies and equipment by March 1 of each year. If, for any reason, the funds cannot be fully expended by that date, the internal employee must provide a written explanation as to why the funds need to be carried over into the last quarter. This explanation should be submitted to Dr. Jeremy Larson, the Superintendent of Schools.</p> <p>To ensure everyone is aware of and familiar with this process, all staff members will be informed and trained accordingly.</p>	
--	---	--

XIII. TITLE I - LOW INCOME - 4300-00-FY2022

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	12/31/2023

FINDING NO. 2	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are permissible.</p> <p>In the event of a question regarding the permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	12/31/2023
---------------	---	------------

XIV. TITLE II - TEACHER QUALITY 4932-00-FY2022

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and</p>	12/31/2023

	<p>maintained.</p>	
FINDING NO. 2	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are permissible. In the event of a question regarding the permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	12/31/2023

XV. TITLE IV-21ST CENTURY 4421-A1-FY2022

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and</p>	12/31/2023

	<p>maintained.</p>	
FINDING NO. 2	<p>To ensure proper oversight and approval, all wage approvals will follow a structured process. A payroll verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program- Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	09/30/2023
FINDING NO. 3	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are permissible.</p> <p>In the event of a question regarding the permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	12/31/2023

FINDING NO. 4	<p>Anna Collier, an external consultant, will have the responsibility of submitting precise periodic grant expenditure reports. This will involve a meticulous review of all expenditure reports generated by the district's financial software. Anna will collaborate closely with the internal employee overseeing the grant to ensure the alignment and accuracy of the budgets.</p> <p>Anna's primary focus will be to ensure that the expenditure report faithfully reflects the actual expenses incurred. When the fiscal year concludes, Anna Collier will document any expenses that were both incurred and obligated due to salary accounts extending beyond the fiscal year.</p> <p>In the event that Anna needs to make changes or corrections to an expenditure report, she will directly communicate with the principal consultant, as well as the funding and disbursements department, through email. This communication will serve as documentation of their conversation. All supporting documents and source materials will be diligently maintained and kept on file for future reference.</p> <p>Following the detailed process outlined in Appendix A should eliminate any inaccurate reporting.</p>	12/31/2023
---------------	---	------------

XVI. FEDERAL-SPECIAL EDUCATION - IDEA - FLOW-THROUGH-4620-FY2021 & FY2022

FINDING	CORRECTIVE ACTION	DEADLINE
FINDING NO. 1	<p>Anna Collier, an external consultant, has been assigned the task of reviewing the district chart of accounts to ensure accurate and appropriate creation of accounts for each grant. This process aims to establish a comprehensive and well-organized accounting system.</p> <p>Furthermore, Anna Collier will conduct monthly reviews of all grant expenses to ensure their correct allocation to the respective accounts. To achieve this, she will collaborate with the internal personnel responsible for overseeing each grant, facilitating</p>	12/31/2023

	<p>meetings to discuss and verify the proper posting of expenses. Grant consultant Lorraine Bailey will also assist in this process. Grant coordinators will follow the protocols established in Appendix A.</p> <p>In addition, Anna Collier along with other district staff will ensure meticulous documentation of all source materials, guaranteeing that all relevant supporting documents are properly recorded and maintained.</p>	
FINDING NO. 2	<p>To ensure proper oversight and approval, all wage approvals will follow a structured process. A payroll verification form will be utilized, and it will be subject to approval from the grant supervisor. Time worked in the grant program will be documented through an online program - Frontline. Payment processing will only commence after receiving the necessary approval.</p> <p>Before submitting the payroll verification form to the Board of Education for bill approval, Micayla Groover, HR Coordinator, and Justin Hays, Payroll Coordinator, will both undertake the responsibility of verifying that job duties are accurately recorded and wages are correctly identified. Their thorough review aims to ensure the accuracy and completeness of the information presented to the Board of Education.</p> <p>Additionally, Justin Hays will collect time and effort sheets from all employees on a weekly basis. This step allows for the proper tracking and verification of employees' work hours and effort allocation.</p>	09/30/2023
FINDING NO. 3	<p>A detailed process will be established for ensuring that all grant expenditures are allowable and support the program intent. The general flow will be from the grant coordinator to the internal approval system to the central office. This process has been outlined in Appendix A.</p> <p>Abby Davis, the Purchasing Coordinator, will diligently review all grant purchase orders and invoices in conjunction with the direct grant detailed budget to ensure that the expenditures are</p>	12/31/2023

	<p>permissible.</p> <p>In the event of a question regarding the permissibility of an expense, Abby Davis will directly contact the principal consultant via email to request appropriate documentation and ascertain whether the expense can be incurred. This proactive approach will help maintain compliance with the grant regulations and guidelines.</p>	
--	--	--

Requested Technical Support

Paris Union School District No. 95 is asking for the following technical support from the Illinois State Board of Education to ensure compliance with the corrective action plan as outlined above.

1. The District is asking for the ISBE Nutrition Program to meet with the business department to help develop a spend-down plan.
2. The District is asking for the ISBE Funding and Disbursement Department to meet with the business department to provide training on expenditure reports for the final quarter of a fiscal year in terms of obligated funds.
3. The District is asking for the ISBE Title Department to provide training to the business department on identifying equipment in grants in terms of differentiating inventory requirements for object 500 and 700 series.
4. The District is asking if the 21st Century Community Learning Center grant could receive a programmatic review in FY24 if feasible.
5. The District is asking if the Nutrition Department could receive a fiscal and programmatic review in 2024 if feasible.

PARIS UNION SCHOOL DISTRICT NO. 95
CORRECTIVE ACTION PLAN
11-023-0950-25
APPENDIX A

Due to the large number of grants that the District currently has, a change in job duties and responsibilities has been made in order to help facilitate better accounting practices associated with the grants and as an effort to address the workload involved. Each grant coordinator will sign up in IWAS for “read only” so they can help to monitor activity. The entry of grant data (application, expenditure reports, etc.) will be done at the central business office level. To aid in this process, additional staff have been hired in the central office. The district has gone from one bookkeeper to a six member office staff. This includes an HR Coordinator (Micayla Groover), a Payroll Coordinator (Justin Hays), and a Purchasing Coordinator (Abby Davis). These people were hired in September 2022. A Director of Wellness (Erin Sellers) was hired in November 2022 and an Administrative Assistant (Madyson Collier) was hired in March 2023. While these two positions are not necessarily involved with grants, they have helped address the workload burden in the central office to allow more time and detailed inspections for those who are involved. These staff members are in addition to the Business Manager (Sally Keller) and the Superintendent. In addition two part-time consultants have been hired. One consultant (Lorraine Bailey) will work directly with the grant coordinators and the second consultant (Anna Collier) will work with the central office on financial matters.

The following is the detailed process that will be followed to submit purchase orders for grant supplies for each grant.

1. A person will be assigned as a coordinator of each grant. Each individual grant coordinator will be given information about the grant as to purpose and appropriate expenditures, etc. They will then help develop goals in line with the purpose of the grant in a meeting with the grant consultant for the purpose of grant submission to ISBE.
2. The grant coordinator will maintain a list of staff involved in the grant. The coordinator will meet with appropriate staff involved in the grant to gather their input for what is needed to accomplish goals as identified in the grant application. These needs may include professional development, supplies, equipment, etc. This information will be used to develop a budget which will be reviewed by the grant coordinator and grant consultant.
3. The grant coordinator and the grant consultant will verify that any spending is appropriate for the grant.
4. Once this information has been assembled, it will be given to the superintendent and/or business manager for entry into the IWAS system.

5. In the meantime, the grant coordinator will start to collect supply list requests from staff in order to develop purchase orders for requested items. Purchase orders will be given to the grant coordinator for approval. The grant coordinator will add the Function/Object code in the internal memo box along with the grant name in the online system used by the district - TeacherEase. This will be completed for each PO. The grant coordinator will gather quotes to upload to the PO if appropriate.
6. Once the PO has been entered into TeacherEase the internal process will be followed. The information will be checked for accuracy at each level.
 - a. The PO will go to the school secretary who will add the appropriate account number.
 - b. The PO will then be sent to the central office for approval by the superintendent.
 - c. Upon approval, the PO will go to the purchasing coordinator. The purchasing coordinator will verify the account number and place the order.
 - d. The purchasing coordinator will issue the PO to the vendor.
7. Upon receipt of the item (or registration process if a conference), the coordinator of the grant will be responsible for unpacking and checking in all items.
8. Once all items have been received on a PO, the grant coordinator will collect all packing slips and send them to the purchasing coordinator.
9. The "Receive Shipment" box will be checked in TeacherEase by the grant coordinator. In addition to this, the invoice will be confirmation for the purchase coordinator to pay the invoice.
10. Equipment items will be added to the inventory list by the grant coordinator.
11. The grant consultant will meet with the grant coordinators quarterly to review information for expenditure reports before submission to the central office.
12. Expenditure reports will be entered and submitted through IWAS by the business manager or superintendent.
13. A detailed budget report with account balances will be given monthly to each grant coordinator to monitor. The grant coordinator is to report any concerns to the central office.
14. The grant coordinator will keep all documents on file for submission to the purchase coordinator.
15. Quarterly meetings will be held with all business office staff for a periodic review to spot check that information is accurate for grants.

The above process will be utilized for all grants from development to purchasing. In order to accomplish these steps, the District will provide the following:

- Training for all grant coordinators on the grant application process
- The development of a master list of function/object codes and training on how to assign these codes for all staff involved

- Training for staff in the use of TeacherEase purchase orders
- Training for appropriate staff in account numbers
- The development of a master grant booklet containing pertinent grant information such as title of grant application, purpose, grant coordinator name and staff involved in grant, list of account numbers for each grant, etc.
- Training on proper bid procedures including procedures for items only needing quotes