

Softdocs Documentations for Purchase Requests

Purchase Requests for:	Attachments to include:
Instructional Supplies/Materials and Technology Supplies/Materials	a. Circle Strategy in Title I or CTA Plan
Software Subscriptions	a. Circle Strategy in Title I or CTA Plan b. Quote for items needed
Magazine/Periodical Subscriptions	a. Quote for items needed b. Circle Strategy in Title I or CTA Plan
Technology Equipment	a. Quote for items needed b. Circle Strategy in Title I or CTA Plan
Securing a Consultant Prior Approvals: <ul style="list-style-type: none"> • Chief Finance & Operations Officer (1st approval) • Superintendent (2nd approval) 	a. Consultant Voucher form (See Finance Manual Section 5) b. Contract from Vendor with detailed explanation of services to be rendered, to include dates of service. c. Vendor Application (If new Vendor) d. Circle Strategy in Title I or CTA Plan
Requesting Payment for Contractual Services (Submit packet directly to District Title I Bookkeeper to be processed)	a. Agenda b. Sign-In Sheets c. Signed and dated Invoice
Middle College Textbook orders (High School Only)	a. OC-Tech Student Enrollment Roster with identified courses for each student b. Circle Strategy In Title I or CTA Plan
Family Engagement Night Activities (If ordering Catered Food or Instructional Materials for Family Night Activities)	a. Complete the 2018-2019 Family Engagement Activity Form b. Tentative Agenda c. Circle Strategy In Title I or CTA Plan
Requesting payment for Family Engagement Night Activities (Submit packet directly to District Title I Bookkeeper to be processed)	a. Family Night Agenda b. Sign-In Sheets (All in attendance must sign) c. Signed and dated invoice from vendor for payment

Orders totaling \$2,500 or more MUST include 3 quotes or an authorized Vendor Sole Source Letter and completed District Sole Source Form
(Exceptions to this rule are: registrations, lodging, membership dues, fees, textbooks, and library books.) See OCSD5 Finance Manual Page 2.1

Requests for Travel

Processed as a Requisition in Softdocs

ALL REQUESTS FOR TRAVEL MUST BE SUBMITTED AS A COMPREHENSIVE PACKET 30 DAYS IN ADVANCE

1. REGISTRATION PACKET
2. HOTEL PACKET
3. AIRFARE PACKET (if applicable)
4. TRAVEL ADVANCE PACKET(IF \$400 OR MORE)

NEW
JUNE
2018

- ✓ Payments for hotel rooms during attendance at an approved conference hotel will be honored at the conference rate first. (*OCSD 5 Finance Manual pg. 5.7*)
- ✓ In the event that all of the blocked rooms for the conference have been booked, please secure a written confirmation from hotel. The district will pay up to **\$50.00 per night** above the conference rate. This rate will apply for all overflow hotels identified for the conference. (*OCSD 5 Finance Manual pg. 5.7*)
- ✓ In order for the above condition to apply, all efforts to secure a suitable hotel within the conference rate must be made by the cut-off date for hotel reservations. (*OCSD 5 Finance Manual pg. 5.7*)
- ✓ In the event that no hotel room can be acquired that honors the conditions described above, and the person still wishes to attend the conference, he/she must pay the difference. (*OCSD 5 Finance Manual pg. 5.7*)
- ✓ A signed letter with the additional amount to be covered by the conference attendee must be submitted with paperwork.

All travel reimbursement requests should be submitted to Office of Federal Programs within five (5) days after professional development.

Softdocs Documentation for Travel Requests

	Purchase Request Orders for:	Attachments to include:
Comprehensive Packet due 90 days prior to scheduled conference/workshop date	Conference Registration Packet Prior Approvals: <ul style="list-style-type: none"> • Principal's Supervisor Signature for Principals OR • Principal's Signature for staff 	<ul style="list-style-type: none"> a. Registration Form (All Participants) b. Conference Registration price c. Conference Agenda d. Hotel Confirmation (All Participants) e. List of Conference Hotels f. Airfare Itinerary Quote (If applicable) g. Circle Strategy in Title I or CTA Plan
	Conference Hotel Packet Prior Approvals: <ul style="list-style-type: none"> • Principal's Supervisor Signature for Principals OR • Principal's Signature for staff 	<ul style="list-style-type: none"> a. Hotel Confirmation b. List of Conference Hotels **NOTE: If all blocked rooms are booked, a letter from hotel is needed to verify all conference rooms have been booked. ** c. Conference Registration form (All Participants) d. Conference Registration price e. Conference Agenda f. Airfare Itinerary Quote (If applicable) g. Circle Strategy in Title I or CTA Plan
	Airfare Packet (24 hours to secure PO) Prior Approvals: <ul style="list-style-type: none"> • Principal's Supervisor Signature for Principals OR • Principal's Signature for staff 	<ul style="list-style-type: none"> a. Air Fare Itinerary Quote b. Registration form (All Participants) c. Conference Registration price d. Conference Agenda e. Hotel confirmation (All participants) f. List of Conference Hotels g. Circle Strategy in Title I or CTA Plan
	Travel Advance in Funds Packet (Advance has to be \$400 or more. See OCSD5 Finance Manual, page 5.7) <ul style="list-style-type: none"> • Principal's Supervisor Signature for Principals OR • Principal's Signature for Staff 	<ul style="list-style-type: none"> a. Request for Advance of Funds form b. Expense Table for Reimbursement c. Conference Registration Form d. Conference Agenda e. Hotel Confirmation f. Conference hotel list g. Airfare Itinerary Quote (If applicable) h. Circle Strategy in Title I or CTA Plan
	Travel Reimbursements <ul style="list-style-type: none"> • Principal's Supervisor Signature for Principals OR • Principal's Signature for Staff <p>(Submit packet directly to District Title I Bookkeeper to be processed)</p>	<ul style="list-style-type: none"> a. Reimbursement of Out-of-District Travel form b. Expense Table for Reimbursement c. Verification of Travel form d. Conference/Workshop Agenda e. Attendee Registration f. Itemized Hotel Receipt with a zero balance g. Airfare Itinerary (if applicable)



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Budget Detail

3805 - Orangeburg Consolidated School District Five (3805) Public District - FY 2019 - Title I Part A - Rev 0 - Title I Part A

[Return](#)

Indirect Cost	
Total Allocation	\$5,260,994.52
Budgeted Amount	\$4,865,434.69
Excludable Costs	\$0.00
Indirect Cost Rate	8.13%
Max Indirect Cost based on Budgeted Amount	\$395,559.83
Max Indirect Cost based on Total Allocation	\$395,559.83

Green, Octavia

Production Session Timeout
00:54:29

Show All / Clear All

Tags

LEA / School

Robert E. Howard Middl...

All

[Download Budget Data](#)

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Items/Page:

Budget Detail

Function: 100 - Instruction

Object: 100 - Salaries

Reform Strategy: Provide additional assistance to st...

Use of Funds: Salary

Identified Need: Teacher

Narrative Description

Provide a class size reduction teacher in 6th to provide lower class size for academic achievement which includes substitute pay. (Ratio: 1:25) Expenditures include Salary, Benefits, and Substitute

201-100-113	\$43,261
201-113-210	\$6340
201-113-220	\$9084.81
201-113-230	\$3,309.49
201-113-270	\$506.53

Data that Need is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan
 LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00
 Cost: \$43,801.00

Line Item Total: \$43,801.00

Function: 100 - Instruction
 Object: 200 - Employee Benefits
 Reform Strategy: Provide additional assistance to st...

Use of Funds: Benefits

Identified Need: Teacher

Data that Need is Based On: District Assessments Enrollment Numbers Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00
 Cost: \$19,401.86

Line Item Total: \$19,401.86

Function: 100 - Instruction
 Object: 300 - Purchased Services
 Reform Strategy: Provide additional assistance to st...

Use of Funds: Contracted Services/Purchased Servi...
 Software/Site Licenses

Identified Need: Other

Data that Need is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost:

Budget Detail

201-120-115 \$540
 201-120-220 \$113.40
 201-120-230 \$41.31
 201-120-270 \$6.32

Provide a class size reduction teacher in 6th to provide lower class size for academic achievement which includes substitute pay. (Ratio:1:25) Expenditures include Salary, Benefits, and Substitute

201-100-113 \$43,261
 201-113-210 \$6340
 201-113-220 \$9084.81
 201-113-230 \$3,309.49
 201-113-270 \$506.53
 201-120-115 \$540
 201-120-220 \$113.40
 201-120-230 \$41.31
 201-120-270 \$6.32

Strategy: Purchase and implement Math 180 & READ 180, a blended learning intervention program, to target building math and reading comprehension, academic vocabulary, and writing skills for the lowest performing (10%) struggling readers based on Spring 2018 MAP Reading and math diagnostic results during the intervention class period daily with fidelity (beginning August 2018 - May 2019) to yield at least one year of growth or more by May 2018 as measured by Spring 2018 MAP Reading and math. Provide professional development training (1 training day and 1 onsite training/assistance day) for the teachers & paraprofessionals serving as the instructional facilitator in the classroom. Expenditures will include 45 student licenses and consultant for READ 180 and math 180 required training to support implementation.

113-345 \$57,623.01
 113-410 \$1950

Session Timeout
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Line Item Total: \$57,623.01

Function: 100 - Instruction
 Object: 300 - Purchased Services

Reform Strategy: Provide professional development fo...
 Use of Funds: Registration, Meals, Hotel, and/or ...

Identified Need: Professional Development

Data that Need is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$36,532.00

Line Item Total: \$36,532.00

Function: 100 - Instruction
 Object: 400 - Supplies and Materials
 Reform Strategy: Use effective instructional strateg...
 Use of Funds: Instructional Materials/Supplies

Identified Need: Instructional Supplies

Data that Need is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$12,822.21

Line Item Total: \$12,822.21

Function: 100 - Instruction
 Object: 400 - Supplies and Materials
 Reform Strategy: Provide opportunities to meet chall...

Provide professional development for teachers and administrators to support School-wide academic programs for teachers by participating and attending the SCCTM-South Carolina Council Teachers of Mathematics-November 16-17, 2018 in Greenville, SC, SCIRA Conference in Hilton Head, SC (February TBD, 2018) SC2 SCSC (November 8-10, 2018) in Columbia, SC, SCCSS (TBD 2019), Middle School Conference (March 1-3, 2019) Myrtle Beach SC, Model Schools Conference (June 23-26 2019) Washington DC, ASCD Conference (March 16-18 2019) Chicago Illinois, SCABSE (January 18-20 2019) 2019 AVID Summer Conference location TBA, Expenditures may include registration, travel, room, per diem, etc.
 113-332 \$36,532.00 (Teacher Travel)
 224-332 \$16,532.50 (AVID 2019)

Provide supplemental instructional supplies in ELA, Math, Science and Social Studies in grades 6-12 to enhance instruction. Expenditures will include teacher kits, supplemental workbooks, manipulatives, books and reproducible templates for classroom libraries (25), small whiteboards/paddleboards, dry erase markers, glue sticks, colored paper, cardstock, markers, notebooks, pens, pencils, envelopes, books, chart paper, construction paper, sharpies, Differentiated Instructional materials, Kagan Materials, paper, materials for AVID Implementation, binders, and batteries.
 113-410 \$12,822.21*

Session Timeout
 00:54:29

Support 1:1 computing device program in grades 6-8 to enhance core academic instruction and increase information/technology access for at-risk students. Digital devices are provided by the district, therefore all expenditures will be to enhance and go beyond what is provided to all middle/high schools for 1:1 computing. Expenditures may include replacements or replacement parts (as needed), protective cases, instructional software applications, electronic books, and

Use of Funds: Technology Supplies
 Identified Need: Instructional Supplies
 Data that Need is: District Assessments State Assessments
 Based On: Strategic Plan/School Renewal Plan
 LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$11,064.99

Line Item Total: \$11,064.99

Function: 100 - Instruction

Object: 400 - Supplies and Materials

Reform Strategy: Provide opportunities to meet chall...

Use of Funds: Instructional Materials/Supplies

Identified Need: Instructional Supplies

Data that Need is: District Assessments State Assessments
 Based On: Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$10,000.00

Line Item Total: \$10,000.00

Function: 100 - Instruction

Object: 400 - Supplies and Materials

Reform Strategy: Provide opportunities to meet chall...

Use of Funds: Instructional Materials/Supplies

Identified Need: Other

Data that Need is: District Assessments State Assessments
 Based On:

LEA / School: Robert E. Howard Middle (3805026)

Session Timeout
00:54:29

Implement AVID program for additional academic instruction and integration across the curriculum in grades 6-8. Provide supplies/materials to support academic instruction and integration across the curriculum in grades 6-8. AVID is a research based program to enhance core academic instruction and prepare students for more rigorous classes in an effort to prepare at-risk students for college. Funds will be used to purchase supplies/materials to support AVID methodology and organizational structure such as organizational binders and other instructional supplies such as spiral notebooks, avid pathway books, and mini white boards that are an integral part of the AVID curriculum and strategies. Funds will also be used to sponsor college trips and field studies.
 Purchase annual AVID site certification, curriculum and resources to support overall classroom instruction and goals. Expenditures will include annual membership fee and 2 AVID library packages.

113-410 \$10,000
113-640 \$4000

Purchase books for 6-8 Literacy-Building Classroom libraries in all middle schools to promote children's involvement with reading by reading to them daily and by having them interact with books. Classroom libraries will include a wide variety of books that span a significant range of difficulty based on students' Lexile level. Students' independent reading level at the end of each school year will reflect at least the average Lexile growth based on the grade level.

113-410

Quantity: 1.00
 Cost: \$9,887.50
 Line Item Total: \$9,887.50

Function: 100 - Instruction
 Object: 400 - Supplies and Materials
 Reform Strategy: Provide additional assistance to st...

Use of Funds: Catered Meal/Refreshments

Identified Need: Other

Data that Need Is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00
 Cost: \$2,500.00
 Line Item Total: \$2,500.00

Function: 100 - Instruction
 Object: 400 - Supplies and Materials
 Reform Strategy: Use effective instructional strateg...

Use of Funds: Instructional Materials/Supplies
 Identified Need: Instructional Supplies

Data that Need Is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00
 Cost: \$1,950.00
 Line Item Total: \$1,950.00

Function: 100 - Instruction
 Object: 400 - Supplies and Materials

Session Timeout
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Provide student transportation and meals for AVID college readiness school-wide tours for students in grades 6th -8th during the fall and spring semesters to AVID Day at the Dome, South Carolina State University, Claflin University, Benedict College, Morris College, College of Charleston, OC-Tech, and The University of South Carolina and/or occupational field trips to various industries to promote college/job awareness to decrease the drop-out rate.

271-660 \$5000
 113-490 \$2500

Strategy: Purchase and implement Math 180 & READ 180, a blended learning intervention program, to target building math and reading comprehension, academic vocabulary, and writing skills for the lowest performing (10%) struggling readers based on Spring 2018 MAP Reading and math diagnostic results during the intervention class period daily with fidelity (beginning August 2018 - May 2019) to yield at least one year of growth or more by May 2018 as measured by Spring 2018 MAP Reading and math. Provide professional development training (1 training day and 1 onsite training/assistance day) for the teachers & paraprofessionals serving as the instructional facilitator in the classroom. Expenditures will include 45 student licenses and consultant for READ 180 and math 180 required training to support implementation.

113-345 \$57,623.01
 113-410 \$1950

Provide academic incentives for Honors and Awards Day programs - per quarter. Expenditures may include ribbons, cardstock paper, trophies, medals, postcards, postage, paper, award maker supplies (ribbon, label paper, blank plaques), papermaker supplies which include paper.

Reform Strategy: Provide additional assistance to st...

Use of Funds: Student Incentives

Identified Need: Student Incentive

Data that Need is Based On: State Assessments Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$1,161.00

Line Item Total: \$1,161.00

Function: 100 - Instruction

Object: 600 - Other Objects

Reform Strategy: Provide opportunities to meet chall...

Use of Funds: Other

Identified Need: Other

Data that Need is Based On: State Assessments Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$4,070.00

Line Item Total: \$4,070.00

Function: 188 - Parenting/Family Literacy

Object: 400 - Supplies and Materials

Reform Strategy: Provide meaningful parent/family en...

Use of Funds: Catered Meal/Refreshments

Parenting Supplies

Identified Need: Parent/Family Engagement

Data that

Session Timeout
00:54:29

Implement an AVID program for additional academic instruction and integration across the curriculum in grades 6-8. Provide supplies/materials to support academic instruction and integration across the curriculum in grades 6-8. AVID is a research-based program to enhance core academic instruction and prepare students for more rigorous classes in an effort to prepare at-risk students for college. Funds will be used to purchase supplies/materials to support AVID methodology and organizational structure such as organizational binders and other instructional supplies such as spiral notebooks, avid pathway books, and mini whiteboards that are an integral part of the AVID curriculum and strategies. Funds will also be used to sponsor college trips and field studies.

Purchase annual AVID site certification, curriculum, and resources to support overall classroom instruction and goals. Expenditures will include annual membership fee and 2 AVID library packages.

113-410 \$10,000
113-640 \$4070

Implement parent university to provide activities and sessions such as Science Night, Math Night, Social Studies, etc. to share data and other information to increase parental awareness, and involvement.

188-410 \$1000
188-490 \$700

Need is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$1,700.00

Line Item Total: \$1,700.00

Function: 210 - Pupil Services

Object: 300 - Purchased Services

Reform Strategy: Provide professional development fo...

Use of Funds: Registration, Meals, Hotel, and/or ...

Identified Need: Professional Development

Data that Need is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$2,000.00

Line Item Total: \$2,000.00

Function: 210 - Pupil Services

Object: 400 - Supplies and Materials

Reform Strategy: Provide additional assistance to st...

Use of Funds: Catered Meal/Refreshments Instructional Materials/Supplies

Identified Need: Other

Data that Need is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost:

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Provide professional development for guidance Counselor and Career Specialist to attend PSSCA/SCCA Guidance Conference in (TBD, SC) to keep abreast of current changes in education and guidance. To learn other strategies and techniques to work with students. 210-332 \$2000

Host a career fair to expose students in grades 6th-8th to various career occupations and college awareness. This event will be a week-long in February 2019. 210-410 \$500 210-490 \$200

Line Item Total: \$700.00

Function: 210 - Pupil Services

Object: 400 - Supplies and Materials

Reform Strategy: Provide additional assistance to st...

Use of Funds: Catered Meal/Refreshments

Instructional Materials/Supplies

Other

Data that Need is Based On: District Assessments State Assessments

Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$400.00

Line Item Total: \$400.00

Function: 220 - Instructional Staff

Object: 300 - Purchased Services

Reform Strategy: Provide professional development fo...

Use of Funds: Registration, Meals, Hotel, and/or ...

Professional Development

Data that Need is Based On: District Assessments State Assessments

Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$16,532.50

Line Item Total: \$16,532.50

Function: 220 - Instructional Staff

Object: 300 - Purchased Services

Implement a Mentoring Program to include bullying prevention (to improve character education and enhance student academic performance. Purchase food, folders, character education materials, Explore Game activities & materials, and supplies.
210-410 \$200
210-490 \$200

Provide professional development for teachers and administrators to support School-wide academic programs for teachers by participating and attending the SCCTM-South Carolina Council Teachers of Mathematics-November 16-17, 2018 in Greenville, SC, SCIRA Conference in Hilton Head, SC (February TBD, 2018) SC2 SCSC (November 8-10, 2018) in Columbia, SC, SCCSS (TBD 2019), Middle School Conference (March 1-3, 2019) Myrtle Beach SC, Model Schools Conference (June 23-26 2019) Washington DC, ASCD Conference (March 16-18 2019) Chicago Illinois, SCABSE (January 18-20 2019) 2019 AVID Summer Conference location TBA, Expenditures may include registration, travel, room, per diem, etc.
113-332 \$36,532.00
224-332 \$16,532.50 (AVID 2019)

Provide professional development for one administrator, AVID elective teacher, three teachers, and AVID site coordinator to attend the 2018 AVID Summer Institute in Orlando, Florida to increase knowledge in AVID as we will be starting year two of implementation. The AVID

Session Timeout
00:54:29

Reform Strategy: Provide professional development fo...
Use of Funds: Registration, Meals, Hotel, and/or ...
Identified Need: Professional Development
Data that Need is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan
LEA / School: Robert E. Howard Middle (3805026)
Quantity: 1.00
Cost: \$11,951.43
Line Item Total: \$11,951.43

Summer Institute is a forum to discuss and share best practices on how educators can open access to rigorous curriculum for all students to ensure college and career readiness. Expenditures may include registration, travel, meals, mileage, and lodging

224-332 \$11,951.43 (AVID 2018)

Function: 271 - Pupil Service Activity - Field Trip Transportation
Object: 600 - Other Objects
Reform Strategy: Provide additional assistance to st...
Use of Funds: Transportation
Identified Need: Other
Data that Need is Based On: District Assessments State Assessments Strategic Plan/School Renewal Plan
LEA / School: Robert E. Howard Middle (3805026)
Quantity: 1.00
Cost: \$6,000.00
Line Item Total: \$6,000.00

The school will provide student transportation and meals for College Tours and enrichment activities under the AVID Program. This will give students exposure to college awareness and careers. The College Tours will include the College of Charleston, Benedict College, Clemson University, and other South Carolina, North Carolina, and Georgia area schools. Also, the school will host a Career Fair to provide students with college and career awareness information. Provide meal, supplies (pens, pencils, paper, plastic bags for materials)

271-600 \$6000

Session Timeout
00:54:29

Function: 271 - Pupil Service Activity - Field Trip Transportation
Object: 600 - Other Objects
Reform Strategy: Provide additional assistance to st...
Use of Funds: Transportation
Identified Need: Other
Data that

Provide student transportation and meals for AVID college readiness school-wide tours for students in grades 6th -8th during the fall and spring semesters to AVID Day at the Dome, South Carolina State University, Claflin University, Benedict College, Morris College, College of Charleston, OC-Tech, and The University of South Carolina and/or occupational field trips to various industries to promote college/job awareness to decrease the drop-out rate.

271-660 \$5000
113-490 \$2500

Need is District Assessments State Assessments
Based On: Strategic Plan/School Renewal Plan

LEA / School: Robert E. Howard Middle (3805026)

Quantity: 1.00

Cost: \$5,000.00

Line Item Total: \$5,000.00

Budget Detail

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Total for filtered Budget Details:	\$255,097.50
Total for all other Budget Details:	\$5,005,897.02
Total for all Budget Details:	\$5,260,994.52
Allocation:	\$5,260,994.52
Remaining:	\$0.00

[Return](#)

Session Timeout
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