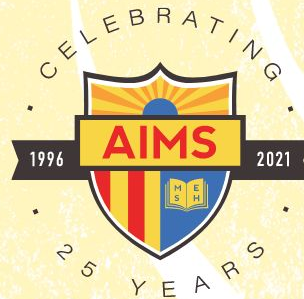


Program Compliance Board Report

August 2023

Program Compliance Director Tiffany Tung



Professional Development Initiatives

The Compliance department provides access to training materials as well as sessions that ensure compliance with federal, state and local regulations. The training sessions provide employees with information that allows AIMS K12 to appropriately administer, track and record mandated and/or specialized knowledge in a well-structured learning environment.

Compliance provides trainings for employees as well as school site leaders. The following key areas of focused training will occur with school site leaders:

- Federal Time Accounting
- School Site Council training
- Federal, State and local resource/categorical funding requirements
- PayCom workflow updates pertaining to DOJ, VOE, SALARY Rollover, PAF Approval workflow updates, employee file updates
- Various employee trainings are provided through the Vector Solutions training platform.

Trainings Provided August 1, 2023

Compliance department provided a district wide training covering key objectives of how compliance will support internally and externally within the AIMS organization. The training covered the following:

- Paycom training guidance [Hiring Manager Step By Step Initiate Self Onboarding Checklist](#) [ESS Employee Self Service Step By Step](#)
- How Compliance will work with School Site Plans to ensure compliance with local, federal and state regulations for unrestricted and restricted resources.
- Time accounting (Personnel Activity Report)/ Semi Annual Certification - documentation from school site employees to ensure that the district is properly charging salaries and wages to federally funded programs.
- Mandated Trainings - New employees must be trained within 6 months of hire to be aligned with California employment law. [Vector Training Management Step By Step Guide](#)
- Point of Sale - Tracking system to ensure meals are reported accurately to ensure federal and state reimbursements.
- National School Lunch Program (NSLP) is carried out compliantly with federal and state laws.
- Spendwise PO All purchase orders, reimbursements, travel expenses must be indicated in plan narratives and attached to the purchase order
- Staffing compliance reviews policy and procedures for compensation, documentation, site plan alignment and record keeping

Professional Development Initiatives

Providing Professional Development and Trainings will be the key element in maintaining a successful AIMS K-12th year and ensuring a successful organization. These trainings will ensure that employees are have the necessary knowledge and skills to carry out their job duties safely, effectively and compliantly. The structure that has been established will help to mitigate risks, reduce audit findings, increase efficiency and improve employee morale.

Training Initiatives

Compliance Training Offerings

- Nutritional Services Mandated Training
- Beginning of the Year Vended Meal Model
- California CEP
- Food Handlers
- CDE Civil Rights
- Productions Records
- Mealtime POS
- Bootcamp Compliance District Training
- SSC/Plan Training/Monitoring
- Federal Time & Accounting
- Vector Employee Mandated Training/Sexual Harassment

Providing Hiring manager/employee trainings will be the key element in maintaining a successful AIMS K-12th year and ensuring a successful organization. These trainings will ensure that employees are have the necessary knowledge and skills to carry out their job duties safely, effectively and compliantly. The structure that has been established will help to mitigate risks, reduce audit findings, increase efficiency and improve employee morale.

Collaborative Hiring & Onboarding

Compliance Departments Role in hiring and onboarding process

- Ensures PayCom aligns with processes and procedures
- Collaborates with departments to create a more transparent hiring and onboarding process
- Verifies federal and state laws and mandates are included in the hiring and onboarding process
- Reviews and verifies applicant documentation aligns with federal and state laws
- Aligns compensation schedules with job descriptions and applicant experience
- Verifies Department of Justice results with AIMS K12 policies
- Manages offer letter and employee contract distribution and record keeping
- Provides resources and training to assist with the self onboarding process
- Ensures that the district operates in a consistent and ethical manner that aligns with compliant local, state and federal regulations.
- Elevates and improves the effectiveness of process flows, controls and business practices.
- Established compliance standards and designs improvements to internal controls and structures within Paycom HRIS system.

Successful collaborations Compliance has been successful in:

- PayCom implementation training
- BootCamp Professional Development
- Mandated Reporter Training
- NSLP Training

Compliance & Regulatory Work

- Compliance schedules, monitors and documents all required local, state and federal training requirements .
- A requirement for the use of federal funds for salaries, time accounting certification records must be maintained and collected.
- Staffing compliance reviews policy and procedures for compensation, documentation, site plan alignment and record keeping <https://www.cde.ca.gov/fq/ac/ff/>
- In accordance with best practices with CDE, school site plans are reviewed and aligned with programmatic, strategic and fiscal plans

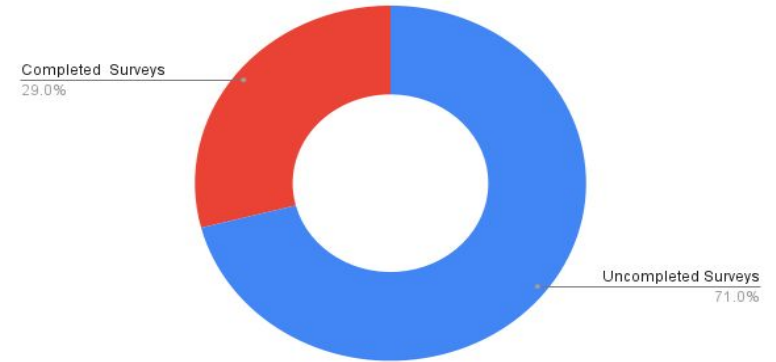
All school site plans are specific to local, federal and state requirements. Compliance verifies that the requirements are documented and accounted for. All plans must be submitted with request aligning with expenditures from the specific resource. Compliance meets with Leadership once a month to review requirements.

- LCAP - The LCAP is a tool for local educational agencies to set goals, plan actions and leverage resources to meet goals to improve student learning. (Compliance LCAP Resource FY23-24)
- SPSA - Single Plan for Student Achievement - a required plan for schools that participate in any state or federal program in the consolidated application (ConApp) The plan, which is developed by the school site council, must describe how the school will spend the funds received through the consolidated application to improve student achievement.
- ESSER III Plan - The ARP Act, requires LEAs that receive ESSER III funds to complete a plan that address the academic impact of lost instructional time as well as respond to the Safe Return to in person instruction.
- Title III MOU - student data is used in the analysis of teachers, subject and supports needed.
- Measure G1- is a Parcel collect from Oakland residents to support Middle School enrichment.
- ELOP

Achievements & Metrics

- Every form counts as these determine AIMS 2023-2024 Title I funding and totals for each site's FRL percentages for the majority of reports throughout this school year.
- Data provided from the Family Income Surveys is important in order to continue receiving various sources of Title I funding. Without this information, AIMS K-12 College Prep Charter District could lose important state funding for educational programs that our students are entitled to.
- Participation is essential in order for us to provide the CDE with the information they need and ensure AIMS K-12 College Prep Charter District will continue to receive critical state funding for these educational programs.
- In order to accommodate families with language barriers, AIMS Income Surveys are now offered in five different languages.
- Staff has been educated and trained to provide more in-depth information to families regarding the importance of income surveys and how it affects our Title I funding.

of AIMS Income Surveys Submitted

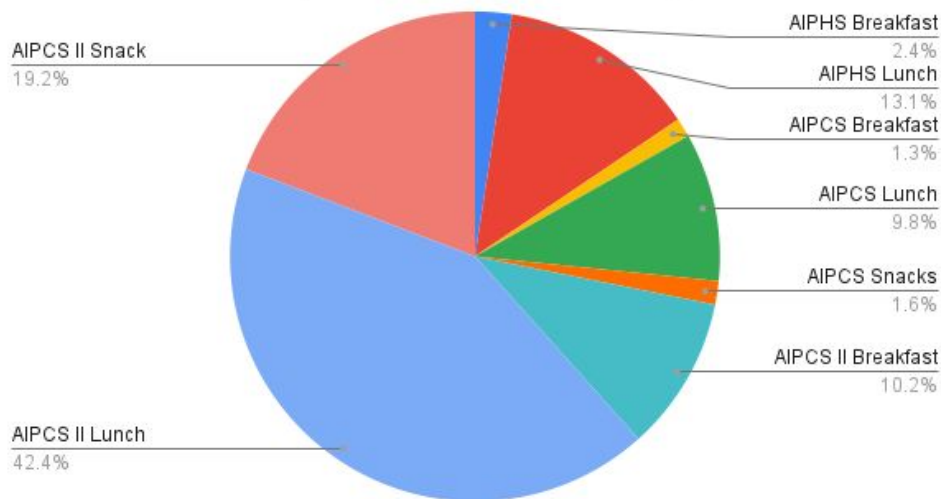


- During school site events, staff has met with every family that attended to assist and ensure that the income surveys are completed correctly.
- Our communication team has promoted the surveys to families via Parentsquare, and has posted information on our school website to increase the accessibility of completing the surveys.

Goal: We project to reach 100% completed Income Surveys for 23-24 school year.

Achievements & Metrics

of Students Participating in the Nutrition Program



Goal: We aim to increase our participation rate for each service provided to students.

- 4 Food Service Clerks have been hired to solely focus on our Nutrition Program to support our program.
- Provided feedback to our vendor regarding increasing meals options and providing more variety.
- Increased the variety of entree options to 4-5
- New menu options are offered for breakfast and lunch service.

Achievements & Metrics

- Blue shows the percentage of employees who have completed both training
 - 58.6% of employees have completed both
- Red shows the percentage of employees who have not completed any training
 - 36% haven't completed none
- Green shows the percentage of employees who have only completed 1 of 2 training
 - 5.4% only completed 1 of 2
- We have sent out emails to employees to complete the trainings with reminders
 - Notifying them of their username and how to log into Vector with the link
- We have created employees an account on Vector (new hires as well)
 - Assigned them the mandated training (sexual harassment and child abuse and neglect)



Achievements & Metrics

- There were 19 employees hired from July 1 - August 22, 2023.

10 Teachers, 2 Food Clerks, 1 Data Analyst, 1 Dean of Students(middle school), 1 Student Activities Coordinator, 1 Administrative Assistant, 1 SpEd Instructional Aide and 1 Academic Counselor

- Link to the spreadsheet from Paycom

[NEW HIRES JULY 1 - AUGUST 22, 2023](#)

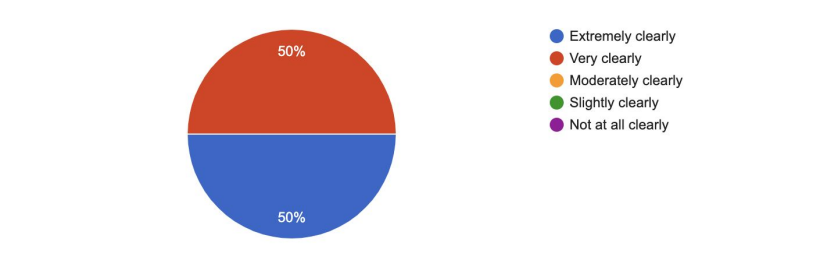
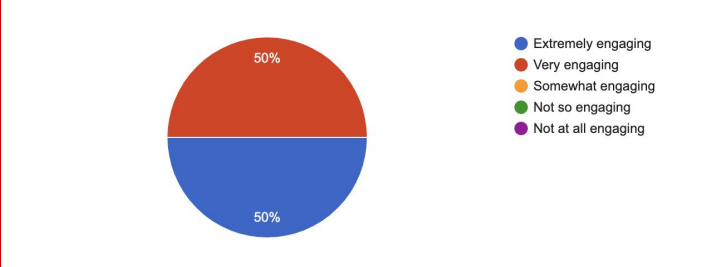
[Pending Hires](#)

Total Pending Hires:

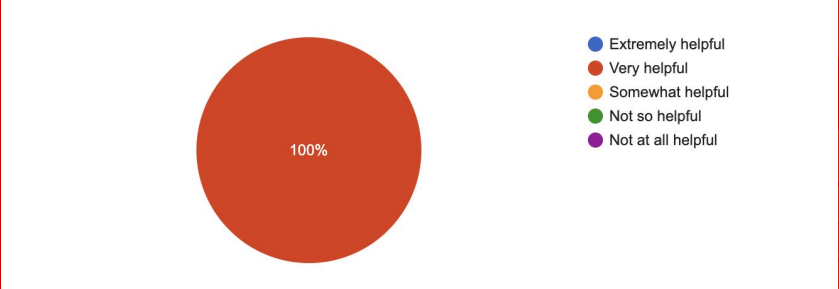
- 4 candidates are in the hiring process
- 5 candidates have been offered a position

Employee Feedback

A survey was conducted during AIMS boot camp however a minimal amount of staff completed the survey. Below are the results:



Overall positive feedback that has been received has been through email communications from staff stating appreciation for the support of the Compliance Department.



Future Direction & Ongoing Projects

- Finalizing extended contracts/extra duty workflow process in PAYCOM (HRIS) system.
- Providing series of training for hiring managers around federal time & accounting requirements.
- Providing training for SSC/Plans ensure meeting requirements are being met.School site plans are reviewed and aligned with programmatic, strategic and fiscal plans.
- Survey employees regarding job satisfaction, skill development & career progression.
- Streamline Paycom hiring process to ensure smooth integration of new hires.
- Create process for PAF for extended contracts to ensure smooth transition for workflow and approval process.

The goal is that these ongoing projects/activities will will support the organization's growth and objectives. Compliance will continue to commit to continuous improvement and excellence.

Q&A

Thank you!

