Program Compliance Board Report

September 2023

Director of Program Compliance Tiffany Tung

Professional Development Initiatives

Trainings Provided August-September, 2023

➢ Paycom training guidance [Hiring Manager Step By Step Initiate Self Onboarding Checklist](#) [ESS Employee Self Service Step By Step](#)

➢ School Site School Training [Introduction to School Site Council](#)

➢ 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.
[Time & Accounting/Personnel Activity Report Training](#)

➢ 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](#)

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.

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 related to FPM Federal Program Monitoring, 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.

Goal: To ensure contributions streamline the hiring and onboarding process to ensure smooth integration of new hires.

Successful collaborations Compliance has been successful in

➢ PayCom implementation training
➢ Compliance BootCamp Professional Development
➢ Mandated Reporter/Sexual Harassment Training
➢ NSLP(National School Lunch Program) Training
➢ Vector (Training Management Platform) Implementation 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/fg/ac/ff/
- ➢ In accordance with best practices with CDE, school site plans are reviewed and aligned with programmatic, strategic and fiscal plans
- ➢ Compliance created an internal form to track extended contract requests and provide accountability & oversight of Extended Contracts Extended Contract Requisition this request form will allow to better track employees that must complete semi-annual and annual time and accounting forms.
- ➢ Compliance monitors and reviews Spendwise purchase orders to ensure spending of school sites are allowable and aligned with school site plans. If cost is not allowable and does not align properly, request for purchases are sent back to requester.

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. Compliance created a resource to support with allowable expenditures of plans Catagorical Spending Guidance

- ➢ 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

➢ **_Blue_** shows the percentage of employees who have completed both training
  ○ 61.2% of employees have completed both
➢ **_Red_** shows the percentage of employees who have not completed any training
  ○ 34.5% haven't completed none
➢ **_Green_** shows the percentage of employees who have only completed 1 of 2 training
  ○ 4.3% 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)

Employees Who Have Completed Mandated Training

Employess who have
4.3%

Employees who have
34.5%
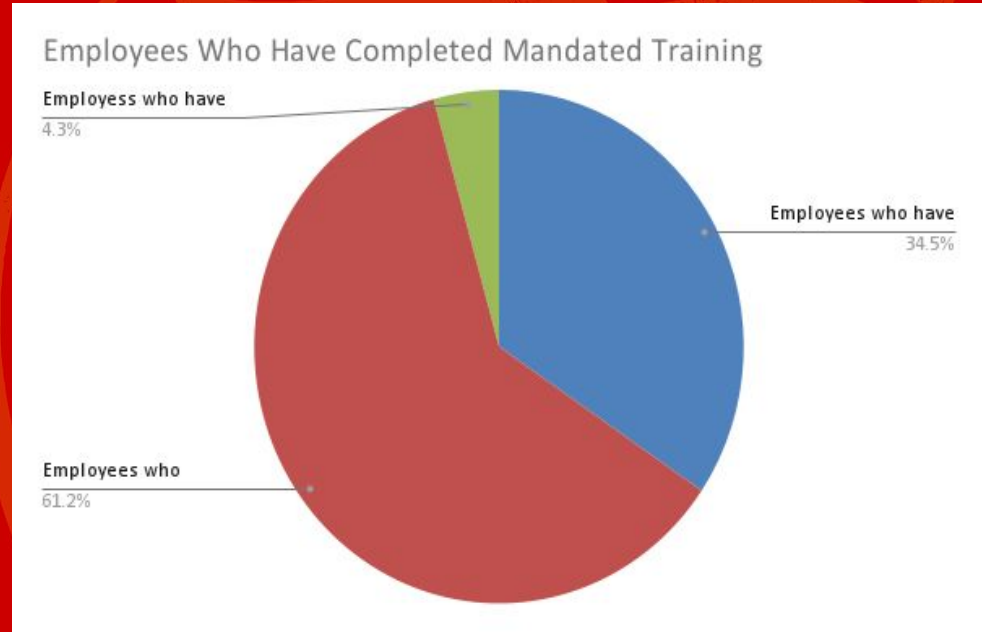
Employees who
61.2%

Achievements & Metrics

➢ 11 employees hired from August 23 - September 11, 2023.

- *6 Teachers*
- *1 Food Clerk*
- *1 Administrative Assistant*
- *1 Instructional Aide*
- *1 Teacher Assistant*
- *1 Campus Supervisor*

➢ Below is the pending hire status spreadsheet from Paycom:

[Pending Hires](#)

[NEW HIRES AUGUST 23-SEPTEMBER 11, 2023](#)

Total Pending Hires:

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

Achievements & Metrics

➢ **Parent Communication**- Communication has been sent out via Parentsquare to emphasize on the importance of submitting these forms.

➢ **Distribution of Forms** - Letters are sent home with each student, including the Income Survey and AIMS Income Verification Letter. This will help families understand the purpose and importance of these forms.

➢ **Support for Parents**- If parents need assistance in completing the forms, teachers/staff encourage them to set up appointments with our staff by contacting us at NutritionalServices@aimsk12.org. We want to make this process as smooth as possible for everyone.

➢ **Follow-Up**-If any families still need to submit their applications, staff/teachers follow up with families. Gentle reminders can make a significant difference.

➢ **Teacher Involvement**-Teachers are being asked to remind their students about the importance of submitting these forms. Teachers have a direct influence on students and can encourage them to participate. Back to School night will occur soon, and this is a perfect opportunity for teachers to encourage families to complete the form.

➢ 946 out of 1207 students have completed a survey or have been directly certified

■ # of Students that have completed a Survey or that have been Directly Certified
■ # of Students that have NOT completed a Survey or have not been Directly Certified
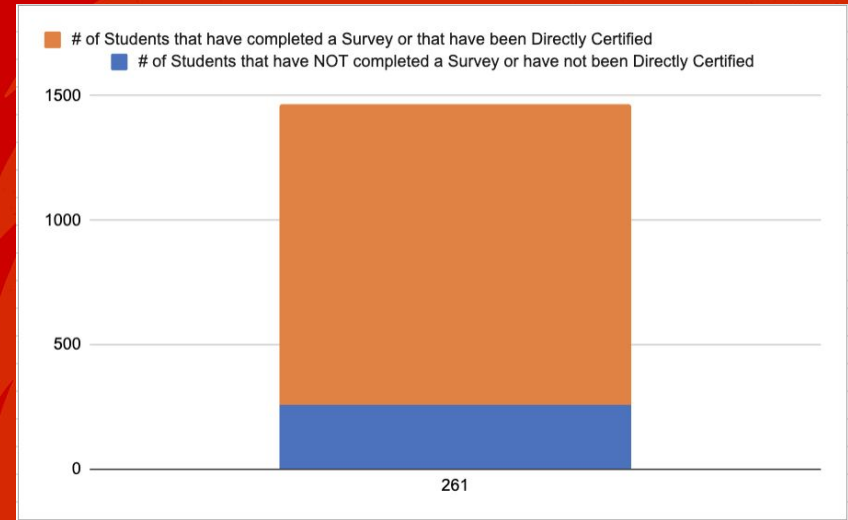
Goal: We project to reach 100% completed Income Surveys for 23-24 school year.

8

Achievements & Metrics

➢ **Participation has increased for all 3 services at 12th Street Campus**

AIPCS & AIPCS II

➢ **Breakfast - 69% Increase**
➢ **Lunch - 15% Increase**
➢ **Snack - 47% Increase**

AIPHS

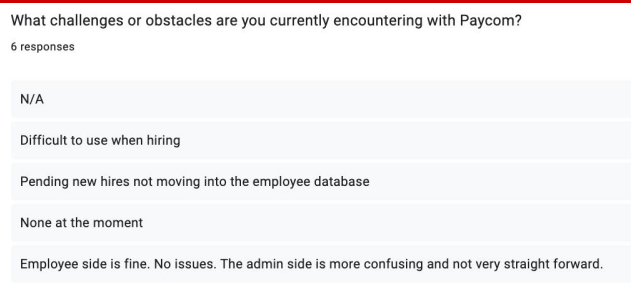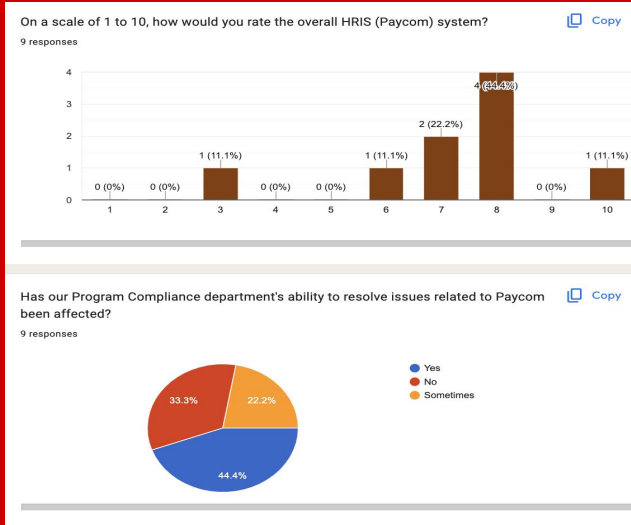➢ **Breakfast - 40% Decrease**
➢ **Lunch - .09% Decrease**

Launching Soon — Flavor Station

➢ Spices and Seasoning
➢ Personalization = Enjoyment and Fun
➢ Having students learn new flavors and flavor combinations
➢ Appeal to a wide variety of palates and food cultures/traditions
➢ Easy to see, use and access

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

Employee Paycom Feedback & Engagement

On a scale of 1 to 10, how would you rate the overall HRIS (Paycom) system?
9 responses

1	0 (0%)
2	0 (0%)
3	1 (11.1%)
4	0 (0%)
5	0 (0%)
6	1 (11.1%)
7	2 (22.2%)
8	4 (44.4%)
9	0 (0%)
10	1 (11.1%)

Has our Program Compliance department's ability to resolve issues related to Paycom been affected?
9 responses

- Yes — 44.4%
- No — 33.3%
- Sometimes — 22.2%

What challenges or obstacles are you currently encountering with Paycom?
6 responses

N/A

Difficult to use when hiring

Pending new hires not moving into the employee database

None at the moment

Employee side is fine. No issues. The admin side is more confusing and not very straight forward.

➢ Overall, feedback on Paycom vary among our team members, with many offering an average rating. Some individuals have faced challenges while using Paycom. However, our department has played a pivotal role in assisting and successfully resolving these issues.
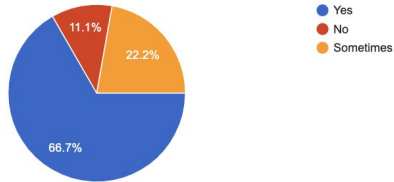
➢ Our Compliance Personnel Clerk collaborates closely with a service representative from Paycom. Their primary responsibility is to work alongside our employees who may encounter challenges or have questions regarding Paycom. Together, they ensure that any issues are promptly addressed and resolved.

Employee Vector Solutions Feedback

Have the compliance trainings on Vector Solutions been effective for you and your staff?

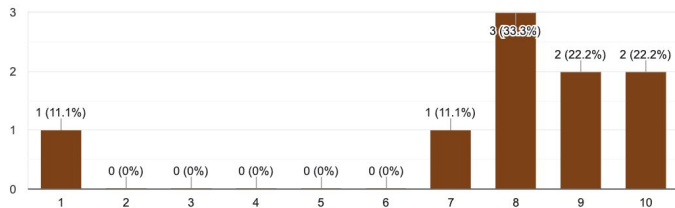9 responses

- Yes
- No
- Sometimes

66.7%
11.1%
22.2%

On a scale of 1 to 10 (1 being the worst and 10 being the best), how would you rate the overall Vector Solutions system?

9 responses

1 (11.1%) | 0 (0%) | 0 (0%) | 0 (0%) | 0 (0%) | 0 (0%) | 1 (11.1%) | 3 (33.3%) | 2 (22.2%) | 2 (22.2%)

➢ Overall, employees have provided an average rating for Vector Solutions, the training system we've implemented. Many of our employees have reported finding it effective for themselves and their staff, contributing positively to our organization's learning and development. Fortunately, very few issues have been encountered, demonstrating the system's reliability.

➢ Our Personnel Clerk collaborates closely with a service representative from Vector Solutions and our AIMS Technology Coordinator. Their primary responsibility is to work alongside our employees who may encounter challenges or have questions regarding Vector Solutions. Together, they ensure that any issues are promptly addressed and resolved.

What challenges or obstacles are you currently encountering with Vector Solutions?

5 responses

N/A

None

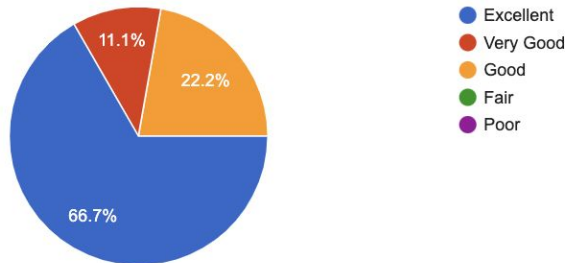Ensuring I took the correct training (manager training vs employee training)

Trying to add the new employees

Employee Program Compliance Feedback

➢ Our feedback regarding our department's performance for the 2023-2024 school year has been overwhelmingly positive. Many have expressed that we are doing an excellent job in various aspects of our work.

➢ Feedback from employees indicates that our department has been actively and effectively supporting them with compliance issues and concerns. This positive perception reaffirms our commitment to providing the best possible assistance and ensuring that our organization remains compliant and efficient.
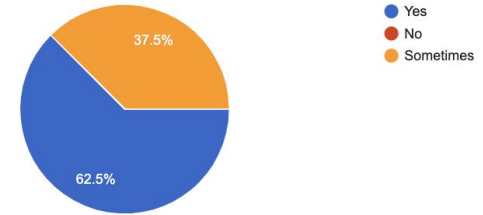
Have you received timely responses from our Program Compliance department in addressing your requests and concerns? 　　　　📋 Copy
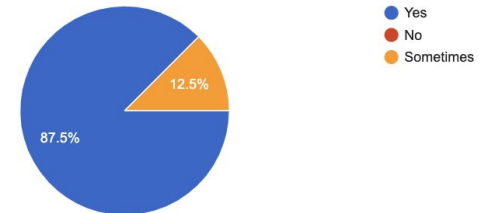
8 responses

- Yes
- No
- Sometimes

37.5%

62.5%

Overall, how would you rate how the Program Compliance is doing for the 2023-2024 school year?

9 responses

- Excellent
- Very Good
- Good
- Fair
- Poor

11.1%

22.2%

66.7%

Do we actively provide support to you around compliance issues? 　　　　📋 Copy

8 responses

- Yes
- No
- Sometimes

12.5%

87.5%

Future Direction & Ongoing Projects

➢ Providing series of training for hiring managers around federal time & accounting requirements.
➢ Continue to provide ongoing training for SSC/Plans ensure meeting requirements are being met. School site plans are reviewed and aligned with programmatic, strategic and fiscal plans.
➢ Continue to survey employees regarding job satisfaction, skill development & career progression.
➢ Continue to 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.
➢ Finalizing extended contracts/extra duty workflow process in PAYCOM (HRIS) system.

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!

CELEBRATING

AIMS
1996 — 2021

25 YEARS