WATCH OUT FOR THAT RUN-AWAY SHOPPING CART!

A GUIDE TO AVOIDING SHOPPING CART ORDER "CRASHES"

☐ **All Shopping Carts**

➤ **Is the purchase authorized?** **Any and all purchases in Title I must be specifically described and budgeted in the school's District-approved SPSA or in a District-approved SPSA Modification.** E.g., if the SPSA states that the school will buy Accelerated Reader, the school cannot purchase STAR Reading even though it is sold by the same vendor, is in the quote, and is even related to Accelerated Reader.

➤ **Does the purchase stay within the SPSA's authorized budget?** The school cannot make any purchase that exceeds the budget for that specific item in the SPSA – even if it has funds in the budget line!!!

➤ **Did I enter each line item accurately?** The line item should match the quote/contract/LRP form. Be sure to choose an appropriate product category, especially to ensure that taxes are charged only for taxable items.

➤ **Did I use the correct General Ledger Account (Commitment Item Number) for each item line?** It needs to match the Commitment Item number for the Budget Item used to fund the purchase of that item in the SPSA. Ancillary costs use the same General Ledger Account as the product being purchased (e.g., integration services and e-Waste for a laptop). Hint: Use the *Title I Commonly Budgeted Items* tool posted on the LDNW Title I webpage!!

➤ **Did I upload all of the required SPSA documentation that authorizes the purchase?** Upload the required pages* from a **District-approved** SPSA and/or an entire **District-approved** SPSA Modification. Tip: Look at the samples on page 2. When in doubt, check with your school's Title I Coordinator/Designee!!

* "**Required pages**" means the approved SPSA page(s) that contain(s) both the narrative description of the expenditure and the budget line (program fund, budget item, and budgeted amount). Be sure to include both parts – sometimes they are on different pages.

➤ **Did I upload the vendor quote/proposed contract/LRP Form?** Even Stores Warehouse orders require a completed LRP Form.

☐ **Software Licenses and Professional Service Contracts**

➤ **Does the vendor quote clearly state that the license/contract is only for the current school year?** (E.g., "2021-2022 School Year" or "07/01/20 to 06/30/21" or "Expires 06/30/22")

➤ **Did I enter the training/PD cost on the software license quote as a separate item?** PD/training included in a software quote can be purchased **only if** the approved SPSA/SPSA Modification has specifically budgeted it under Contracted Instructional Services. Be sure to enter it with the correct GL!

☐ **Duplo Machine Maintenance Contracts**

➤ **Is the Shopping Cart order correctly multi-funded?** Title I requires schools to multi-fund Duplo maintenance contracts with 50% Title I funds and 50% general funds. Be sure to use the "Cost Distribution" function under the Account Assignment tab in the Shopping Cart. Not sure how to do it? Use the "*How to Create a Multi-Funded Shopping Cart*" Job Aid posted on the LDNW Title I webpage. We also have posted a sample Duplo 50-50 Shopping Cart order as additional support.

SAMPLE OF AN SPSA PAGE THAT MEETS TITLE I REQUIREMENTS FOR SUBMITTING A COMPLIANT SHOPPING CART ORDER

(It contains all three required components)

(1) CHATSWORTH CHS (1858301) 2021-2022 **FSEP Approval Date : 7/30/2021 3:53:06** — Section 12.3 - Academic : English Language Arts

Strategies, Actions and Tasks	Action Begin & End Date Status	Identify the title of position/staff responsible for monitoring the strategy
Non-Cap Equipment: In order to promote the strategy of increasing student engagement through the use of technology, CCHS will purchase from STS Education fifteen 75" Promethean ActivPanel smartboards in order to bring 21st century technology into the classroom and improve student engagement. The smartboards will be used by ELA, math and other core subject teachers to enhance effective instruction delivery and foster student engagement by facilitating the interactive and collaborative use of classroom electronic devices and presenting digital content that accommodates the different learning modalities; visual, auditory and kinesthetic. Students will be more engaged through interactive lessons where multiple students can participate simultaneously by completing tasks on the smart board and they can also project their work on the smartboard from their personal electronic devices. The purchase of these smart boards also responds to one of the actionable resource inequities listed on the SPSA: not all core subject teachers have a smart board in their classrooms. With the additional funds from the second allocation, CCHS increased the number of smart boards originally budgeted from four to fifteen. Fifteen smartboards at $3,599 each = $53,985 plus the mobile stand, taxes, shipping, and all ancillary items totals $73,026 plus a $1,500 buffer for unanticipated cost increase. Total amount budgeted $74,526.	07/01/2021 06/29/2022 New	The Administrative team will use a Google form to document classroom observations and will obtain data indicating an increase of interactive learning activities and support with the use of the Promethean smart boards and other electronic devices that demonstrate higher quality of student academic engagement in the classroom. Increased student engagement should result in improved grades in students' progress reports and improve scores on the Interim Assessment Blocks.
Non-Cap Equipment: In order to promote the strategy of increasing student engagement through the use of technology, CCHS will buy fifteen laptops to be used by ELA, math and other core subject teachers to facilitate the integration and use of existing classroom technology, such as Chromebooks and smart boards, in both collaborative and personalized learning activities. Teachers will use the laptops to send and receive content directly to and from student electronic devices, and to share information and resources that will be projected on the smart board. CCHS increased the number of laptops originally budgeted from twelve to fifteen; HP EliteBook 840 G7 laptops or similar model if the specific laptop is not available. With the additional funds from the second allocation, CCHS increased the number of laptops originally budgeted from 12 to fifteen. Fifteen laptops $15,585 (@ $1,039 each) plus taxes and software bundle totals $19,347 and a $500 buffer for unanticipated price increases. Total amount budgeted $19,847.	07/01/2021 06/30/2022 New	The Administrative team will use a Google form to document classroom observations and will obtain data indicating an increase of interactive learning activities and support with the use of the laptops, Promethean smart boards and other electronic devices that demonstrate higher quality of student academic engagement in the classroom. Increased student engagement should result in improved grades in students' progress reports and improve scores on the Interim Assessment Blocks.
(2) Software License Maintenance: In order to promote the strategy of increasing student engagement through the use of technology, CCHS will provide funds to maintain the Turnitin school site software license to assist students in completing their assignments and improve their writing skills. ELA and other core subject teachers will use Turnitin as a Schoology add on to post assignments so that students can access the support provided by this software to complete the assignments and improve their writing skills. The software support for students includes the following features: Turnitin Feed Back Studio provides automated actionable feedback with writing assignments and can be used in conjunction with reading activities; it provides teacher-driven feedback tools and standards-aligned rubrics to achieve greater alignment with academic standards and assessments used to measure students' achievement levels. Total amount budgeted: $6,386	07/01/2021 06/30/2022 New	The Principal, Assistant Principals, Department Chairs and Instructional Coach will review data from the California Dashboard and perform periodic classroom observations. Teachers can determine the level of contribution of the Turnitin software to academic outcomes through an increase in course grade, and learning target measures. Teachers and instructional coach will look for improvement in the 5, 10 and 15 progress reports.

Budget

Funding Source	SACS Function	Budget Description	Position No	Vendor	Budget Item No	Total Cost	FTE	Funding %
CE-ESSA T1 Schools (7S046)	1000	40124 - NON-CAP EQUIP CLSRM	N/A	N/A	40124	74,526		100
CE-ESSA T1 Schools (7S046)	1000	40124 - NON-CAP EQUIP CLSRM	N/A	N/A	40124	19,847	0.00	100
(3) CE-ESSA T1 Schools (7S046)	1000	50243 - SOFTWARE LICNS MAINT	N/A	N/A	50243	6,386	0.00	100

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SAMPLE OF AN SPSA MODIFICATION SIGNATURE PAGE THAT MEETS TITLE I REQUIREMENTS FOR SUBMITTING A COMPLIANT SHOPPING CART ORDER (It contains all FOUR required signatures)

Follow the "Rule of Four" [Signatures]!

6. [text cut off]

7. Describe how the evidence-based intervention will be evaluated and note clearly the measureable outcome(s) you will use to evaluate the effectiveness.

(1) Type or Print Name of SSC Chairperson — Catherine Estrada — Signature of SSC Chairperson — Date 2/12/2021

(2) Type or Print Name of Principal — Donna Gilliland — Signature of Principal — Date 02 / 16 / 2021

(3) Print Name of Local District COSA or Director — Lauren Soll — Signature of Local District COSA or Director — Date 02 / 15 / 2021

Print Name of Local District Title I Coordinator — Signature of Local District Title I Coordinator — Date

Type or Print Name of Local District EL Coordinator — Signature of Local District EL Coordinator — Date

Type or Print Name of Local District PACE Administrator — Signature of Local District PACE Administrator — Date

(4) ☒ By checking this box in lieu of obtaining the School Site Council Chairperson's signature, I certify that the SPSA modification has been prepared in accordance with EC Section 64001(i) and all corresponding documentation is on file at the school site. (Principal's signature: _____)

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