



BESSEMER CITY  
SCHOOLS

*Teaching Effectively, Leading Successfully*

## DEEP DIVE AND SWIM WITH FINANCE

# AGENDA

- Welcome
- Introduction of Staff
- PowerPoint
- Dismissal

# CLASSROOM INSTRUCTIONAL SUPPLY (CIS) FUNDS

## Purpose

Per the Code of Alabama, Section 16-1-8.1, Classroom Instructional Support (CIS) Funds means all elements of the classroom instructional support as provided in the Foundation Program, with the exception of textbooks, including library enhancement, student materials, professional development, technology, and common purchases, and other classroom instructional support provided by the State Board of Education

CIS=Student Materials + Library Enhancement + Professional Development+ Technology+ Common Purchases

The amount for each fund is determined by the state legislature on an annual basis as provided in the ETF appropriations bill.

# CLASSROOM INSTRUCTIONAL SUPPLY (CIS) FUNDS

- Technology, Library Enhancement, Professional Development, and Common Purchases are required to be voted on at each school by secret ballot.
- Funds for each category must be spent on budget approved by the staff.
- Funds are unable to be expended until all documents have been turned into the Finance Department.

## Budget Committee Process:

Made up of 5 members → 4 teachers and the principal or designee

Teachers must be elected annually by secret ballot by a majority vote of the teachers voting at the school (*Keep secret ballots on file*).

Committee shall elect a chairperson from its membership.

Committee shall elect a secretary from its membership (*Responsible for keeping minutes of all meetings and actions taken to approve the budget during the secret balloting process*.)

Committee shall propose a budget for CIS funds, excluding student materials, which is consistent with the latest plans for PD and technology developed at the local school level by the principal and faculty.

Budget must be approved by the committee.

*\*Always keep sign sheet to document all budget committee meetings*

# CLASSWALLET

## WHAT IS CLASSWALLET?



Class Wallet is a user-friendly online shopping platform that allows the certificated staff to use their Classroom Instructional Allocation to purchase classroom related materials and supplies.

The platform can be accessed by using your desktop, tablet or smartphone device and logging into the website [www.classwallet.com](http://www.classwallet.com).

All returned items must be handled through ClassWallet.

<b>Amazon</b>	<b>Heritage Music Press</b>	<b>Classroom Direct</b>	<b>Kaplan Early Learning</b>
<b>Booksource</b>	<b>Childcraft</b>	<b>Demco</b>	<b>Lakeshore Learning</b>
<b>ABC</b>	<b>West Music</b>	<b>Really Good Stuff</b>	<b>Nearpod</b>

# CLASSWALLET

CIS funds should only be used for classroom instructional support purposes only, to be used either by classroom teachers or students in each teacher's respective classes. It shall be permissible to expend these monies on instructional equipment and electrical equipment which is exhaustive but with students in the teacher's classroom. Any deviation from the aforementioned guidelines will cause your request to be denied. To that end, a listing of allowable and unallowable items has been provided for your review. Please note this listing is not exhaustive, but serves to provide guardrails for procuring funds.

Allowable	Unallowable
<b>Student Instructional Supplies</b>	Food, Beverages, Candy
<b>Instructional Material Organizing Supplies (Bins/Shelving/Filing Cabinet)</b>	Computers, Chromebooks, iPad/Tablets - should be purchased with technology funds.
<b>Office Supplies used for Classroom (paper, banners, posters,</b>	Field Trips, Outside Presenters
<b>Academic Incentives (excluding food, gift cards, and candy)</b>	Professional Development Materials, Membership Dues
<b>Flash Drives, Printer, Printer ink (used for printing instructional materials)</b>	Furniture
<b>Instructional Software</b>	Items for personal use by teacher ( laptop, backpacks, and other items used for personnel )
<b>Equipment used to support teaching and learning.</b>	Cleaning Supplies / PPE
	Household Decor

# CLASSWALLET

## ■ New Teacher? Teacher transferred?

- If you have a new teacher or someone with a Class Wallet account has transferred in/out of your school. Send an email to [ngray@bessk12.org](mailto:ngray@bessk12.org) with the name of the new teacher, the name of the individual he/she replaced, or indicate if the request is for a vacant position.
- Unable to login, send an email to your Financial Secretary. The secretary will contact Finance to assist with the request.

## Other Questions

- Can I spend my funds as soon as I get them? (Yes)
- Can I spend my money after the spending deadline? (No)
- Can I purchase something from a vendor not in Class Wallet? ( No)
- Can I donate my funds to another teacher? (No)
- Can I save my funds and combine with next year funds? (No)
- Can I take my purchases with me to a new school/classroom/home? (No)
- If a teacher resigns/retires, etc. in the middle of the school year and expended the classroom instructional supply funds, the new teacher will not receive funds. The purchases; however, should be given to the new teacher.

# CLASSWALLET

## Important Reminders:

- All orders for Class Wallet should be entered by April 30, 2025.
- The principal and/or Finance Designee has the authority to (Approve/Reject) items as they are requested.
- The portal will be re-opened on August 1st through September 15<sup>th</sup>.
- Funds remaining after September 15<sup>th</sup> will be transferred to a combined school purse, to be used for collective purchases.
- Class Wallet accounts for the 2025-2026 school year will receive funds in early November of 2025.



# LOCAL SCHOOL ACCOUNTING

## **PUBLIC FUNDS**

Restricted to the same legal requirements as the board funds. Intended for the benefit of all students, not a particular class or group or students.

## **NON -PUBLIC FUNDS**

Restricted only to the intent and authorization of the appropriate sponsors and officers. If an organization or parent group raises or collects funds and determines how they will be expended, the funds are nonpublic.

Activity Range -Public (1001-6999) and Non Public (7001-9999)

Fund Type- Public (12) and Non-Public (32)

# LOCAL SCHOOL ACCOUNTING

## PUBLIC FUNDS

ALLOWABLE	UNALLOWABLE
Pictures, Decorations for school office	Food for social gatherings
Refreshments for Open House	Faculty and Staff Luncheons
Transportation related to school sports and academic programs	Empathy Fund
Pre-game Meals	Scholarships
	Honorariums, T-Shirts, Candy

## NON -PUBLIC FUNDS

ALLOWABLE
Prom Entertainment
T-Shirts for Club
Donations to organizations
Travel to Club Events
Faculty and Staff Appreciation Gifts
Flowers for funerals
Food

# LOCAL SCHOOL ACCOUNTING

## RECEIPTING

All funds collected are to be receipted on a student receipt sheet issued by the school financial secretary. All funds collected must be submitted to the school office daily by the time set at each school. NO funds collected should be left in the classroom or school offices overnight.

## EXPENDITURES

Requisitions must be approved by the Principal, Local School Accountant, and CSFO through the Next Gen routing process. Reimbursements are made for items purchased with prior approval. Purchases must be approved prior to acquiring goods or services. The CSFO or the Business Affairs Supervisor can approve requisitions in the absence of the principal by written request from the principal.

An invoice should be obtained for each purchase before payment is processed.

No Sales Tax should be charged on Goods and/or services.

# LOCAL SCHOOL ACCOUNTING

## FIELD TRIP PROCESS

The teacher is responsible for completing the Field Trip Packet, Transportation Request form, and CNP Lunch Request Form.

1. The teacher submits the completed packet to the finance secretary for principal approval and signature.
2. Finance secretary submits the completed packet (3 documents, Transportation, and CNP) to the Superintendent for approval.
3. The Superintendent approves, signs, and returns to the School/Department. (Please put a tab on the signature spot of each form.)
4. The finance secretary submits approved CNP forms to the CNP Director.
5. Contact the Director of Student Services if a nurse is needed.
6. The finance secretary communicates to the responsible teacher of approval and obtains completed requisitions for transportation and location payments. The finance secretary processes requisitions for purchase orders a minimum of 2 weeks prior to the field trip. Scan approved Transportation form with a requisition for Bus.
  - a. All funds should be collected 2 weeks in advance of the trip date.
  - b. Buses are assigned on a first come, first serve basis and drivers are not assigned until Purchase Order and documents are received by the Transportation Secretary.

Pre-K field trips must be approved by the school administrator, Curriculum and Instructional Director, and Superintendent. Same procedure as above.

\*\*All overnight and out of town field trips must be board approved.

\*\*1st Semester trips submitted for approval by September 30th. 2nd semester, January 31st. \*\*1st Semester trips can not take place before November 1st.

# LOCAL SCHOOL ACCOUNTING

## FUNDRAISING

The Principal, Finance designee, and Superintendent must approve each school fundraising activity conducted by students, teachers, school employees, or school-related organizations prior to the start of any fundraiser. Door-to-door and panhandling solicitations are prohibited by students. No fundraisers may sell foods of minimal nutritional value during the school day. The reconciliation form will be reviewed after the fundraiser is completed to determine profitability.

# FRONTLINE



Frontline is a web-based or internet time management system, that allows employees to manage their own time by clocking in/out through time & attendance or schedule an absence through Absence Management.

Two Components to Frontline: Absence Management and Time and Attendance

Frontline can be accessed by using the website [frontlineeducation.com](http://frontlineeducation.com) and entering your login credentials or by using the kiosk stations at each school or district office.

# FRONTLINE TIME & ATTENDANCE

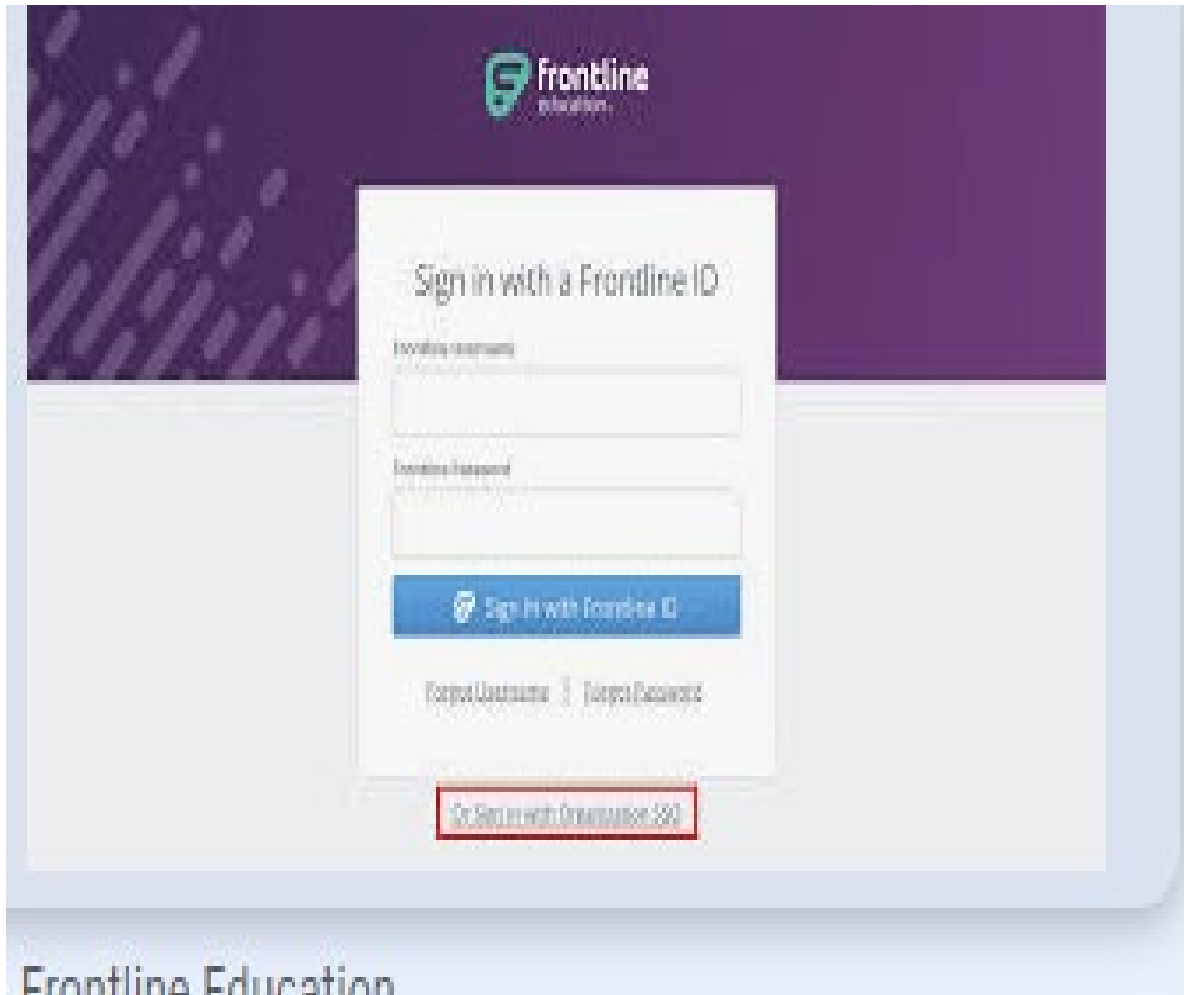
According to board policy, 5.4 all employees are required to clock in and out daily via the Time Management System Frontline.

Classified employees should have four punches per day.

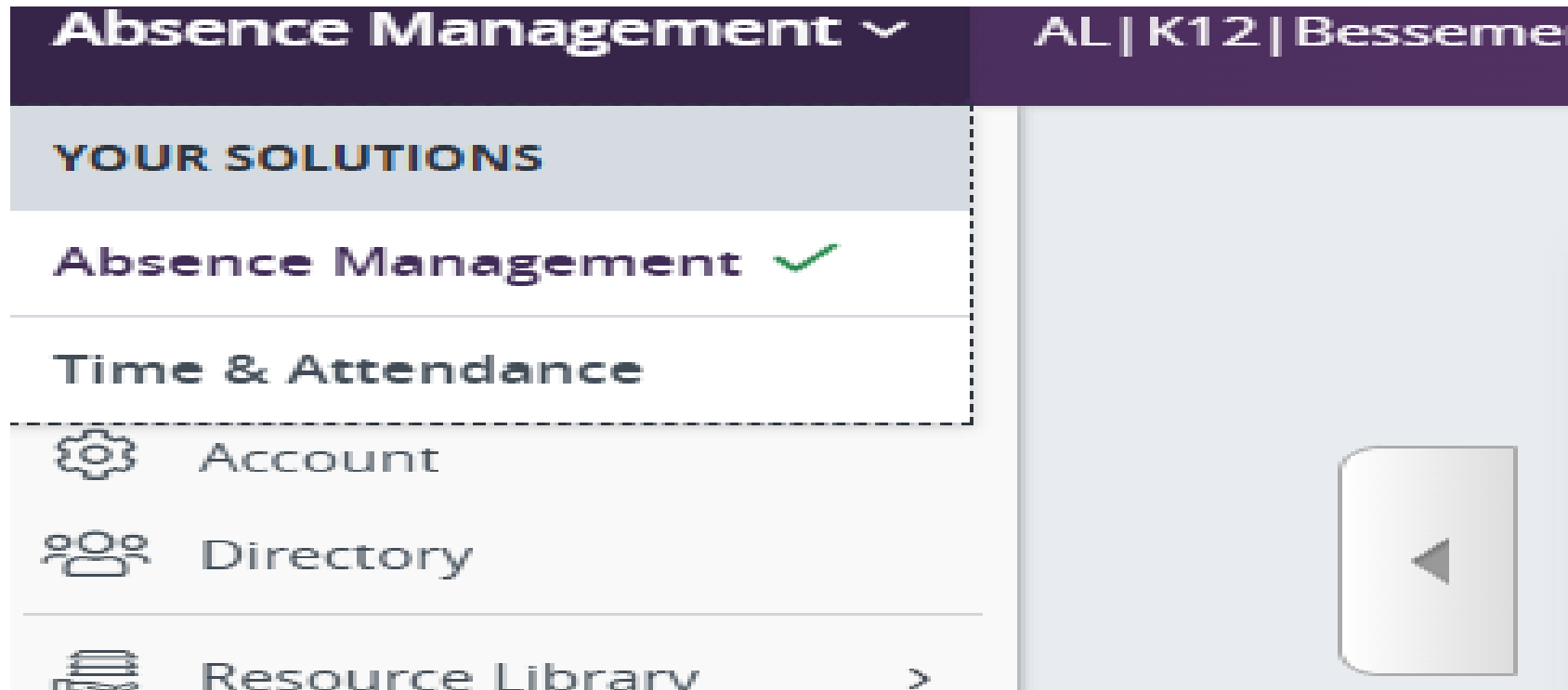
Certificated employees should have two punches per day.

The time clocks are located in/by the Main Office at each school.

Override Forms should be signed and submitted before any changes are made to an employee's timesheet.



# FRONTLINE ABSENCE MANAGEMENT



When entering Leave, ensure you are on the Absence Management side of Frontline.



# FRONTLINE ABSENCE MANAGEMENT

Create Absence

1 Scheduled Absences

1 Past Absences

0 Denied Absences

Please select a date

Need more options?

Advanced Mode

January 2025

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

**Helpful Hint:**

You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required

No

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

08:00 AM to 04:00 PM

Notes to Administrator

(not viewable by Substitute)

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel

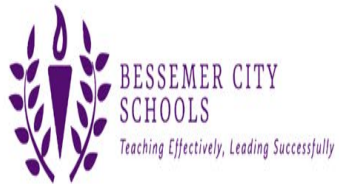
✓ Create Absence

All leave requests should be submitted through Frontline.

**STEPS:**

- Enter Date
- Select Date(s) of Absence(s)
- Absence Reason
- Half or Full Day
- Create Absence

# EMPLOYEE SELF SERVICE ( ESS)











Parent Information | Employee Portal | Contact Us

Teaching Effectively: Learning Successfully

1621 9th Avenue North | Bessemer, AL 35022  
PH: 205-432-3000 | FX: 205-432-3085

Home | About BCSS | District Plans | Superintendent | School Board | Departments | Schools | Notify Me

ESS (Employee Self Service) 	Frontline 	Gmail Log-in 
PowerSchool Admin 	PowerSchool Teachers 	Special Programs 
Professional Learning 	ALSDE Schoology 	Tech Help Desk 

Employee Self Service can be found on our district portal

<https://bessemercityal-ess.harrisschool.solutions/employeeselfservice>

This system houses your monthly earnings, W2's and leave balances to list a few.

\*\*\*When you register for ESS please use your personal email address\*\*\*

# EMPLOYEE SELF SERVICE

## Demographics

- View name, address, phone number, and email information
- A color copy of your new Social Security card must be provided before the change request **will be approved**

## Tax Withholdings

- View/Change Federal and State Tax Withholding Status

## Direct Deposit

- Request a change for Direct Deposit.\*\*
- Verification letter must be uploaded before approval

## Deductions

- View current payroll deductions

## Paychecks

- View / Print paychecks.

## Earnings & W2's

- View annual earnings summary (by calendar year)
- View / Print W2's

## Truth in Salary

## ACA Documents

*\*\*Change requests will be acknowledged by an email from ESS to the email account listed. When the change is approved/denied you will receive a message via email.\*\**

# PAYROLL LEAVE

- Professional Leave: Documents should be approved by the Superintendent
- Jury Duty- Official documentation from the court must be submitted from the court for this leave
- Family Medical Leave/Military Duty - leave must be confirmed by HR
- Vacation Leave (10 days or 15 days accrued-12 month employees only )
- Personal Leave (5 days total certified & 2 days total classified)
  - Balance not used in July converted to sick leave (2 days)
  - Certificated Employees will be charged \$100 per day for the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Personal Day used.
- Sick Leave (1 day/month)
  - Earned at 1 day per contract terms

# PAYROLL SICK LEAVE

- Sick Leave can be applied toward service credit at retirement for employees.
- Sick Leave may be used when
  - An employee is ill or has suffered bodily injury.
  - A member of the employee's immediate family is ill.
  - A death has occurred in the employee's immediate family.

## PAYROLL SICK BANK

- Commit three (3) days to the bank to become a member.
- Eligible to give or receive donations in case of catastrophic illness.
- Borrow a maximum of ten (10) days against future days earned.
  - An approved loan application is required.
  - Submit loan request to Sick Bank committee for approval.

# BENEFITS

## ■ Open Enrollment

- The open enrollment deadline for the Flexible Spending Accounts is July 1st September 30<sup>th</sup>, for an effective date of October 1<sup>st</sup>.
- Plan deductions start on the October payroll check. Deductions end with the August payroll check of the following year.
- All deductions are processed over 12 months.



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PEEHIP

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PUBLIC  
EDUCATION  
EMPLOYEES'  
HEALTH  
INSURANCE PLAN

# REQUIRED PARTICIPATION IN PEEHIP WELLNESS PROGRAM

PEEHIP has teamed up with the Alabama Department of Public Health (ADPH) and will soon team up with another strategic partner to launch a new and improved wellness program for PEEHIP members. The goals of the program are to:

The following members enrolled in the PEEHIP Blue Cross/Blue Shield Hospital Medical Plan must participate:

**Active members**

**Non -Medicare retirees**

**Covered Spouses**

All of the above must complete due applicable wellness components by the specified deadlines in order to receive the wellness premium discount.

If the wellness discount isn't awarded prior to the deadline, then \$50 per spouse will be deducted from your monthly payroll check until the premium is waived.

The program does not require meeting any conditions related to a health factor to obtain a discount.



# CONTACTS

<b>NAME</b>	<b>POSITION</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
<b>NICOLE GRAY</b>	<b>Accounts Payable Clerk</b>	<b>205-432-3026</b>	<b>ngray@bessk12.org</b>
<b>ERICA LOVE-BEVELLE</b>	<b>Local School Accountant</b>	<b>205-432-3023</b>	<b>ebevelle@bessk12.org</b>
<b>CATREEVIA MOSLEY</b>	<b>Payroll Officer</b>	<b>205-432-3016</b>	<b>cmosley@bessk12.org</b>
<b>LA-TANYA DUNHAM</b>	<b>Business Affairs Supervisor</b>	<b>205-432-3030</b>	<b>ldunham@bessk12.org</b>
<b>CRYSTAL B. BRIGGS</b>	<b>Chief Financial School Officer</b>	<b>205-432-3029</b>	<b>cbriggs@bessk12.org</b>



QUESTIONS?