

Chicago Public Schools



Office of Extended Learning Opportunities

Erica L. Harris, Officer

CPS Community Schools Initiative

Welcome

Plans for the Day

Introductions



CPS Community Schools Initiative Summer Program Planning

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Summer Program Planning

Highlights for Summer Participants

- After School Attendance Reporting (ASAR) page 23
- Current Pay Scale page 25
- Summer Coordinator Checklist page 39
- Summer Security Requests pages 45-46
- Summer Clerk Requests page 48
- Food Service Applications page 53



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Summer Program Planning



July 12, 2007

Summer Learning Day is a project of the Center for Summer Learning at Johns Hopkins University. Summer Learning Day is a time for communities to celebrate the importance of high-quality summer learning opportunities in the lives of young people and their families. Host an event in your community on July 12, 2007 that showcases your program and raises awareness about how summer programs:

- **Send young people back to school ready to learn**
 - **Support working families**
 - **Keep children safe and healthy**



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APR Requirements & Timeline

Sam Whalen PhD, UIC

Chief Evaluator, Community Schools Initiative



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Updates from ISBE

Gail Meisner

Principal Consultant

Federal Grants and Programs Division



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BREAK



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Understanding Student Participation in 21st CCLC Out of School Time Programs

Sam Whalen PhD, UIC

Chief Evaluator

Community Schools Initiative



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Internal Audit Findings

Pedro Soto

Compliance Analyst

CPS Grants Administration and Management



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Grants Management & Administration (GMA)

21st Century Community Learning Centers Audit Notes

- **Required program documentation:**
 - Approved 21st CCLC Service Plan and Modification Request Forms on File that include (Note: Service plan includes scope of services, budget plan, and outcomes)
 - Participation data of staff and parents' involvement in schools' 21st CCLC programming needs (SIPAAA, addendum, LSC meetings, etc.)
 - Attendance data for students
 - List of targeted students (i.e. lowest performing students, students with behavioral issues, etc.)



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- Copies of flyers/newsletters or documentation showing evidence of strategies to recruit and retain students
 - Evidence of criminal background checks for all grant employees and consultant staff
 - Sign-in sheets, agendas, and results of out-of-school time activities
 - Sign-in sheets, agendas, and evaluations of professional development activities
 - Documentation of the use of consultant, other than your approved external partner, services including an evaluation the services provided
 - Documentation verifying the alignment of services in the service plan with the services provided for each 21st CCLC student
 - Information regarding how the 21st CCLC enhances/support the regular school program
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- **Program Observations**

- 75 students must be enrolled in 21st CCLC program for current year
 - Safe, clean, and supervised environment
 - 21st CCLC staff duties must be consistent with their job descriptions
 - Steven's Amendment – Federal Sponsorship
 - Verifying the alignment of services in the service plan with the services provided for each 21st CCLC student through classroom observations
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Expenditure Documentation

- Copies of all purchase orders (invoice, packing slip, proposal, quotes, etc.)
 - Copies of all personal and travel reimbursements E– original receipts must be attached)
 - Expenditures must serve the targeted students and targeted areas outlined in service and budget plan/modification.
 - Teacher/ESP extended day bucket activities must agree with the activities outlined in the service and/or modification plan
 - Teacher/ESP extended day buckets must be expended on a acceptable time-line that is consistent wit the activities detailed in the service plan
-

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- **Tips**

- List is not exhaustive and additional information may be requested
 - Binders are an effective way of presenting documents
 - Organize the binders with a section for each program activity listed in the service plan: for example, all documentation relevant to Program “A” activities should be placed together in a section of the binder labeled “Program A”.
 - If there are materials that are relevant to more than one program activity, please include copies of the documentation in each Program section of the binder for which they are appropriate
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BREAK

Release of Cohort 1 & 2



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FY 08 Service Plan & Budget

Tawa Jogunosimi, Adeline Ray, Jeannette Solatka, and Nouha Shwehdi



STEP 1. Please complete the following information on your partnership. Add any key people and their roles if necessary.
Have You Saved Your Work?

School Name, Address, City/State/Zip	Unit #	GSR	Phone Number	Principal	Principal Signature	Date

Current Resource Coordinator					
Name	Phone #	Email		Coordinator Signature	Date

Lead Partner Organization	
Organization Name, Address, City/State/Zip	Phone #

Current Lead Partner Liaison					
Name	Phone #	Email		Lead Partner Signature	Date

Step 5. Please complete the four Community School strategies. The text box within each strategy field will expand as you enter your text. *Remember to save your work.*

SCHOOL NAME:

1. Strategy for coordinating programs with other out of school time programs at the school.

2. Strategy for publicizing the programs and activities, with particular attention to recruitment and retention.

3. Strategy for encouraging staff and parents to suggest programs and/or make referrals.

4. Strategy for ensuring that programs support what is offered during the academic day.

Step 6. Please complete the Expected Outcomes including 1 and 2 below. The text box within each outcome field will expand as you enter your text. Add additional outcomes as needed. Remember to save your work.

SCHOOL NAME:

1. Improved student academic development and performance.

2. Improvement of the physical, social and emotional well being of participating students.

3

4

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Community Schools Initiative DETAILED COST ANALYSIS FY2008

Unit #	GSR #: _____	Area: _____	Funding Source : 21st CCLC	Cohort: _____	Allocation: \$100,471
School :				Cohort 3 ONLY - Required Match:	\$6,100
External Partner:				RC:	

Please include overall assumptions used in determining the total cost request for this program .

Object/Description	FY2008 TOTAL	SCHOOL	PARTNER	Assumptions	BASIC GUIDELINES
Personnel Services					
51130 Teacher Extended Day/Personnel	\$ 22,000	\$ 11,000	\$ 11,000		1. Use your program Service Plan to complete the budget.
52130 ESP Extended Day	\$ 12,500	\$ 6,250	\$ 6,250		
52400 Career Service Salaries - engineer, security	\$ 6,032	\$ 3,016	\$ 3,016		2. All standard Board of Education policies and procedures apply.
57405 Medicare (1.45% total school salaries)	\$ 588	\$ 294	\$ 294		
54125 Professional Services - Subcontract	\$ 42,501	\$ -	\$ 42,501		3. 21st CCLC funds may not be used for extending regular school hours, student stipends, equipment, cell phones, t-shirts or food.
Other: Schools-Please specify account code	\$ -	\$ -	\$ -		
Other: Schools-Please specify account code	\$ -	\$ -	\$ -		
Other: Schools-Please specify account code	\$ -	\$ -	\$ -		
Total Personnel Services	\$ 83,621	\$ 20,560	\$ 63,061		4. Use additional lines as needed.
Non-personnel Services					
54210 Student Transportation, eg field trips, etc.	\$ 1,650	\$ 825	\$ 825		5. Make sure your total equals your allocation. 6. COHORT 3 ONLY: Source & use of matching funds must be clearly documented BELOW:
54520 Printing	\$ 2,500	\$ 1,250	\$ 1,250		
53405 Supplies	\$ 6,000	\$ 3,000	\$ 3,000		
54205 Travel Expenses	\$ 3,000	\$ 1,500	\$ 1,500		
54505 Seminars, Fees, Subscriptions	\$ 700	\$ 350	\$ 350		
53305 Other: Schools-Please specify account code	\$ 3,000	\$ 1,500	\$ 1,500	Textbooks	
Other: Schools-Please specify account code	\$ -	\$ -	\$ -		
Other: Schools-Please specify account code	\$ -	\$ -	\$ -		
Other: Schools-Please specify account code	\$ -	\$ -	\$ -		
Total Non-Personnel Services	\$ 16,850	\$ 8,425	\$ 8,425		
Cohort 3 ONLY - Matching Funds					
TOTAL FY 08 ALLOCATION	\$ 100,471	\$ 28,985	\$ 71,486		

						OELO USE ONLY
Principal Signature: _____				Date: _____		Approval Date: _____
Partner Signature: _____				Date: _____		Approval Signature: _____

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Appropriate Use of Funds

- Out-of-school time enrichment programs ranging from mentoring, homework assistance and community service opportunities to music, art, recreation, and drug and violence prevention programs.
- Programs serving the families of participating students.



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Non-allowable Uses

- Equipment including computers, printers, scanners, fax machines, or similar items.
- Student stipends.
- Snacks or other food costs.
- Furniture, clothing.
- Cell phone bills.
- Activities or programs currently funded by other federal, state or local funds.



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Invoicing Procedure

- Original Invoice
- Signed Reimbursement Voucher
- Summary of Personnel Expenses
- Summary of Non-personnel Expenses
- ASAR Compliance
- Submit to OELO, NOT Accounts Payable
- **FINAL FY07 INVOICES ARE DUE BY 7/13/07**

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Important Contacts

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Thank you for your participation

